

Kern, Inyo and Mono Counties

1999 - 2000



Occupational Outlook

A Product of the California
Cooperative Occupational
Information System
in Partnership with
Employers' Training Resource

Kern, Inyo and Mono Counties

1999 - 2000 Occupational Outlook

Sponsored by

**Kern County Board of Supervisors
Inyo County Board of Supervisors
Mono County Board of Supervisors
Employers' Training Resource Board of Directors
State of California, Employment Development
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(<http://www.calmis.cabwnet.gov>)
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- The Kern County Board of Supervisors;
- The Inyo County Board of Supervisors;
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Introduction

The 1999-2000 *Occupational Outlook* report is presented by Employers' Training Resource (ETR), which is a department of the County of Kern that administers funds for employment and training activities and services in Kern, Inyo and Mono Counties.

The information contained in this report was collected and analyzed through a partnership between ETR and the Labor Market Information Division of the California Employment Development Department (LMID/EDD). This partnership is part of a statewide project known as the California Cooperative Occupational Information System (CCOIS) initiated by EDD in 1986 to determine the occupational needs of employers and to match those needs with the skills of local job seekers. The California Occupational Information Coordinating Committee (COICC) provided additional guidance. The purpose of this report is to provide information for labor market decisions, including personnel management, career counseling and selection, and vocational training program planning. Questions regarding the information in this report should be directed to ETR's Labor Market Information unit.

This report includes the input of more than 390 employers who took the time to respond, offer their insights and share information. The overall data represent the employment of more than 4,900 persons in the 25 occupations studied in Kern, Inyo and Mono Counties. The data presented in this report are intended to provide schools, counselors, job seekers and businesses with current information and projected trends.

When reference is made to *all*, *almost all*, *most*, *many*, *some* or *few* of the survey respondents, the following definitions apply:

<i>All</i>	100%
<i>Almost All</i>	80% to 99%
<i>Most</i>	60% to 79%
<i>Many</i>	40% to 59%
<i>Some</i>	20% to 39%
<i>Few</i>	Less than 20%

Following are descriptions of each section of the Occupational Summaries.

Titles and Descriptions

Occupations are listed alphabetically by their Occupational Employment Statistics (OES) or Dictionary of Occupational Titles (DOT) titles. The titles and definitions are based on the OES dictionary published by the Bureau of Labor Statistics, May 1992, and the DOT, published by the U. S. Department of Labor, Employment and Training Administration, Fourth Edition, Revised in 1991. The occupations were selected for survey based on the needs of local users of occupational information.

Wages and Benefits

■ Wages

The wage data enable comparison of salary ranges across occupations. The data are not intended to represent official prevailing wages. The wages included in this report are those paid by employers participating in the survey for employees at three levels of experience. Extreme wages are excluded. One wage section is shown when the percent of union employment, as reported by employers, is greater than 80% or less than 20%. Two wage sections are shown when the percent of union employment, as reported by employers, is from 20% to 80%. The median represents the midpoint of the ranges of salaries reported with an equal number of higher and lower salaries. All wage data reflect wages through November 11, 1999.

Although wage information is shown to the nearest whole number for ease of comparison, the reader should not interpret this as an indication of precision (ranges are also considered to be representative).

New hires, no experience: Wages of persons trained or untrained but with no paid experience.

New hires, experienced: Wages paid to journey-level or experienced persons just starting at the firm.

Introduction (continued)

Three years with firm, experienced: Wages generally paid to persons with three or more years of journey-level experience at the firm.

■ Benefits

This section provides information on fringe benefits traditionally offered by employers for full-time workers (and part-time workers, if applicable). The percentages are based on the number of employers who responded to the question.

Employer Requirements

This category presents the amount and kinds of work experience, education, and skills required by surveyed employers. Also included are typical employer preferences and key personal traits usually present in those working in the occupation.

■ Minimum Level of Education Required

Because the lack of education will create a barrier with some employers, their educational statements have been included in this report. This section indicates the minimum education level accepted for each occupation as reported by employers. The percentages shown are based on the number of employers responding to this question. While minimum educational levels have been shown as the responding employers expressed them, they are not always essential for the performance of job duties.

■ Experience and Training

This section indicates the percentage of responding employers who require related work experience, accept other occupational experience, accept training as a substitute for experience and require technical or vocational training.

■ Available Training

Where applicable, we have identified local training providers which offer related training for each occupation.

A list of these training providers is located in the Appendices. Additional information about the availability of these and other vocational training opportunities may be found in the *Kern, Inyo and Mono Counties 1998 - 1999 Vocational Training Directory* published by Employers' Training Resource and at <http://www.soicc.ca.gov>.

■ Skills, Licenses and Other Requirements

The basic skills, knowledge, abilities, certification and licensing information described in this section are from information provided by LMID/EDD and not from employers in Kern, Inyo and Mono Counties who responded to the survey.

■ Supply and Demand

The terms used in this section of the summary refer to the relative difficulty the employers experienced in finding qualified applicants for entry and experienced positions in the occupation. Supply and demand terms are listed separately for experienced and inexperienced workers. The following terms are used in describing the local supply/demand situation found in Kern, Inyo and Mono Counties:

<i>Very Difficult</i>	Employer demand is considerably greater than supply of qualified applicants. Employers often cannot find qualified applicants when an opening exists. This means that qualified applicants encounter no competition in their job search.
<i>Moderately Difficult</i>	Employer demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants at times, and applicants may find little competition in their job search.
<i>Not Difficult</i>	Supply of qualified applicants is considerably greater than demand, creating a very competitive job market for applicants.

Introduction (continued)

■ Recruitment Methods

Listed in this section are the most common methods used by the responding employers to recruit applicants for the occupation.

■ Size of Occupation

The terms used to describe the size of each occupation refer to the estimated number of workers in an occupation. The approximate number employed in each occupation was obtained from the Occupational Forecast Tables provided by LMID/EDD. The following scale was used to define the occupation size:

Terms	% of Wage & Salary Employment Total	Kern County	Inyo/Mono Counties
<i>Small</i>	less than .15	282 or less	18 or less
<i>Medium</i>	.15 but not .30	283 to 566	19 to 36
<i>Large</i>	.30 but not .65	567 to 1,227	37 to 80
<i>Very Large</i>	.65 and above	1,228 or more	81 or more

Additionally, the percentages of males and females employed in each occupation are also provided to assist in the identification of nontraditional occupations for women.

■ Where the Jobs Are

This section identifies the major sources of employment for each occupation. The industry titles are taken from the Standard Industrial Classification (SIC) as used in the 1995-2002 Occupational Forecast Tables supplied by LMID/EDD.

■ Employers' Projections

This section reports employers' perceptions of whether employment in an occupation declined, remained stable or grew over the past 12 months, and whether the employers expected their firms' employment within an occupation to decline, remain stable or grow over the next 24 months.

■ Growth Rate

Growth rates for the years 1995-2002, as projected in the Occupational Forecast Tables provided by LMID/EDD, are described by their relationship to growth for all

occupations in the survey area. In Kern County, for the period 1995-2002, the projected average growth rate for all occupations is 16.4 percent. The rate for Inyo and Mono Counties is 11.8 percent.

<i>Much faster than average</i>	1.50 times average or more
<i>Faster than average</i>	1.10 to 1.49 times average
<i>Average</i>	0.90 to 1.09 times average
<i>Slower than average</i>	.01 to .89 times average
<i>No significant change, or remain stable</i>	No growth projected

Other Information

■ Hours Worked

The average number of weekly hours worked by full-time employees and part-time employees, if applicable, are shown in this section.

■ Promotional Opportunities

This section shows whether the responding employers promote employees in the occupation to higher level positions and identifies the titles of positions to which employees are promoted.

Possible Uses for This Report

■ **Career Decisions:** Career counselors and job seekers can make informed occupational choices based on skills, abilities, interests, education and personal needs. The localized information is easy to read and includes employer requirements and preferences, wages, benefits, labor demand, and sources of employment and training.

■ **Program Planning:** This report provides planners and administrators with local employment, training and placement data, as well as occupational size and expected growth rates. Program planners can use this data to evaluate, improve or plan new programs.

Introduction (continued)

■ **Curriculum Design:** Training providers can assess and update their curriculum based on current employer need and projected trends, as indicated in this report.

■ **Economic Development:** Local government agencies and economic development organizations will find information on the labor pool, such as occupational size, expected growth rates and wages, useful in determining the potential for business growth and development in our labor market area.

■ **Program Marketing:** Training providers can effectively market their programs by informing students, employers, and others that the chances for job placement are much greater because their training programs are developed using reliable local occupational data.

■ **Human Resources Management:** Small business owners and large corporation directors alike can use this report to help determine competitive wages and benefits, improve their recruitment and assess the availability of qualified workers for business relocation or expansion purposes.

This report is intended to be used as a reference to base and support these and many other decisions.

Questions regarding the information contained in this report should be directed to Employers' Training Resource, Labor Market Information, (661) 336-6978 or (800) 334-5670.

For further information regarding the California Cooperative Occupational Information System (CCOIS) project and other labor market data, visit the EDD/LMID website at <http://www.calmis.cahwnet.gov> and the California Occupational Information Coordinating Committee (COICC) website at <http://www.soicc.ca.gov>.



Sampling and Research Methods

Information presented in the *1999 - 2000 Occupational Outlook* report, unless otherwise noted, applies specifically to Kern, Inyo and Mono Counties. Data contained in this report were collected from June 10, 1999, through November 11, 1999. The occupations presented in this report were selected for study by Employers' Training Resource (ETR) staff and other local users of occupational information. These users include training providers, educational administrators, vocational planners and counselors, employers and others. Outlined below are the methods used to select the occupations and the criteria used by the Labor Market Information Division (LMID) of the state Employment Development Department (EDD) to select the employers for the study.

Occupation Selection

ETR staff developed a preliminary list of occupations after an initial review of the Occupational Forecast Tables prepared by LMID/EDD. These tables provide employment information by occupation and project job growth rates for occupations in Kern, Inyo and Mono Counties for the period 1995 through 2002. In addition, input from local employers, community organizations, training providers, ETR staff and LMID/EDD was also considered to arrive at a final list of occupations to be studied.

Title and Definitions

An occupation has a name or title and a definition that identifies the various activities and functions of a worker. In other words, occupations represent what workers do. The method for classifying jobs used in this program is the Occupational Employment Statistics (OES) classification system developed by the U. S. Department of Labor's Bureau of Labor Statistics (BLS) or the Dictionary of Occupational Titles (DOT) developed by the U. S. Department of Labor's Employment and Training Administration. BLS uses the OES classification system nationwide to study staffing patterns within industries. The DOT is used nationwide to properly match jobs with workers.

Survey Sample Selection

After the occupations were selected and defined, an employer sample was developed for each occupation. One consideration in drawing up the employer sample was to identify the industry classification. An industry is a title for a group of firms that produce similar goods and services. An industry title represents the economic activity in which a firm is engaged. Industries are classified by the Standard Industrial Classification Manual. There are nine major industry groups; some examples are agriculture, construction, manufacturing, and retail trade, which contain almost nine hundred detailed industry categories. Every firm in the state is classified in one or more of these detailed industry categories, according to the products or services they render.

LMID/EDD staff, using detailed databases on employers and occupational staffing within industries, chose a representative sample of employers for each occupation. The sample comprised a cross section of various sized firms and represented major employing industries for each occupation. ETR staff reviewed and modified each sample, as appropriate, to obtain an initial list of at least 40 employers for most of the occupations. For some occupations that had a limited employer base, the sample was smaller than 40 employers. LMID/EDD reviewed and approved the edited samples before the survey began.

Questionnaire Development

A basic questionnaire was used for all occupations. This standard, two-page questionnaire was developed by LMID/EDD.

Survey Procedures

During the initial survey process, ETR staff further refined the samples since some employers responded that they did not use the occupation(s) being surveyed, were no longer in business or for other reasons could not be included in the study. Additional employers were added to the list based

Sampling and Research Methods (continued)

on knowledge of local firms or firms listed in telephone directories and on the Internet.

ETR staff used a combination of approaches to collect the data. Initially, all employers in the sample were mailed an explanation of the program with the standard questionnaire. Follow-up phone calls were made to employers who did not respond to the mailed survey. During this follow up, ETR staff explained the project, verified that the employers used the occupation and requested their participation in the study. Employers willing to participate in the survey were encouraged to complete the questionnaire over the phone. If that was not a convenient time, employers willing to complete the questionnaire were called back at a time they designated, or sent a survey by fax or mail.

Employers not responding after five working days of mailing a questionnaire were again contacted by phone to encourage them to return the questionnaire and again given the opportunity to complete the questionnaire by telephone.

All completed surveys were reviewed by ETR staff for completeness and consistency. Employers were contacted if answers were unclear, incomplete or conflicted with other responses or information obtained about the occupation.

Completed questionnaires were then coded for data entry. ETR's required response goal for most of the occupations was 15 useable surveys. However, those occupations with a small employer sample required a relatively greater response rate. Required response goals also included a minimum of three useable surveys from the major industry(ies) employing the occupation to ensure adequate representation.

Tabulation and Results

Survey responses were entered into a database and tabulated. From those tabulations ETR staff analyzed the data, and the final occupation summaries were prepared.

Each summary was then reviewed by EDD/LMID before the final report was produced.

Unless otherwise noted, each occupational summary contains the following information:

- OES Title, Code Number and Definition;
- Alternate Titles;
- Wages and Benefits;
- Union Status, if applicable;
- Minimum Level of Education;
- Experience and Training;
- Available Training;
- Skills, Licenses and Other Requirements;
- Supply and Demand;
- Recruitment Methods;
- Size of Occupation, including gender make up;
- Where the Jobs Are;
- Employer Projections;
- Growth Rate;
- Hours Worked; and
- Promotional Opportunities.

Specific employer information is and will remain confidential.



Occupational Summaries

Kern County

- Accountants and Auditors
- Automotive Mechanics
- Bakers - Bread and Pastry
- Computer Aided Design (CAD) Technicians
- Counter and Rental Clerks
- First Line Supervisors and Manager/Supervisors -
Clerical and Administrative Support Occupations
- General Office Clerks
- Hairdressers, Hairstylists and Cosmetologists
- Instructional Aides
- Machinists
- Medical Records Technicians
- Pharmacy Technicians
- Salespersons - Parts
- Social Workers - Medical and Psychiatric
- Stock Clerks - Stockroom, Warehouse, Storage Yard
- Systems Analysts - Electronic Data Processing
- Truck Drivers - Heavy or Tractor Trailer
- Vehicle Washers and Equipment Cleaners



Accountants and Auditors

OES Code: 211140

16 Employers Responded

93 Jobs Represented

Alternate Titles: Controller; Accountant/Staff Accountant; CPA; Vice President/Assistant Vice President; Accounting Manager.

Description

Accountants and Auditors examine, analyze and interpret accounting records for the purpose of giving advice or preparing statements and installing or advising on systems of recording costs or other financial and budgetary data.

Wages and Benefits

Wages (Union, Non-Union and Union Undetermined)

(Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.)

	Low	High	Median
New hires/no experience	\$ 7.00	\$12.06	\$10.50
New hires/with experience	\$10.00	\$21.54	\$13.30
Experienced/3+ yrs. with firm	\$12.27	\$23.00	\$16.02

Benefits

	Employer Pays All		Share Cost		Employee Pays All		Not Provided	
	FT	PT	FT	PT	FT	PT	FT	PT
Medical Ins.	69%	0%	31%	0%	0%	0%	0%	13%
Dental Ins.	44%	0%	25%	0%	13%	0%	19%	13%
Vision Ins.	38%	0%	25%	0%	6%	0%	31%	13%
Life Ins.	69%	0%	13%	0%	0%	0%	19%	13%
Sick leave	100%	0%	0%	6%	0%	0%	0%	6%
Vacation	100%	0%	0%	6%	0%	0%	0%	6%
Retire. Plan	50%	13%	38%	0%	6%	0%	6%	0%
Child Care	0%	0%	6%	0%	13%	0%	81%	13%
Other	0%	0%	0%	0%	13%	0%	0%	0%

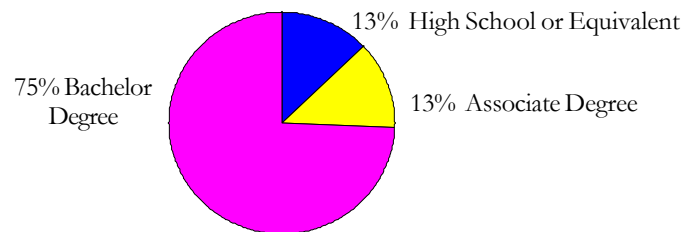
FT = Full-time Employees

PT = Part-time Employees

Percentages are based on the number of employers responding to this question.

Employer Requirements

Minimum Level of Education Required



Percentages are based on the number of employers responding to this question.

Experience and Training

	Yes	No	Preferred but Not Required
Prior Experience Required	63%	6%	31%
Other Experience Accepted	33%	67%	0%
Training as Substitute for Experience	13%	87%	0%
Technical or Vocational Training Required	0%	94%	6%

Percentages are based on the number of employers responding to this question.

Available Training

- Bakersfield College
- Becker CPA Review Course
- California State University, Bakersfield
- Cerro Coso Community College
- San Joaquin Valley College, Inc.
- Taft College

Please see *Related Occupational Training* (page 58) for relevant program title(s) and *Training Providers* (page 62) for school information.

Skills, Licenses and Other Requirements

Although not reported by local employers, important job qualifications noted by employers throughout the state include the following:

Accountants and Auditors (continued)

Ability to: conduct an audit; use accounting software; write effectively; work independently; work under pressure; read and follow instructions; write legibly.

Skills in: business math; government accounting; cost accounting; tax accounting; estate planning; financial planning; verbal presentation; problem solving; customer service; oral communication.

Other: bondable; willingness to work with close supervision.

Licenses/Certificates: Certified Public Accountant (CPA).

Employment Trends

■ Supply and Demand

Degree of difficulty responding employers have in finding qualified applicants:

Experienced: *Moderately Difficult*
Inexperienced: *Very Difficult*

■ Recruitment Methods

Responding employers reported the following methods as the most successful in recruiting applicants for this occupation.

Method	Percent of Responding Employers
Newspaper Ads	81%
Colleges/Universities	56%
Employee Referrals	38%

■ **Size of Occupation:** Large (567 to 1,227)

Responding employers reported that workers in this occupation were 39% male and 61% female.

■ Where the Jobs Are

Major Employing Industry:

- Accounting, Auditing, and Bookkeeping Services
- Crude Petroleum and Natural Gas

■ Employers' Projections

Responding employers reported employment in this occupation during the last 12 months:

Declined	Remained Stable	Grew
0%	75%	25%

Responding employers projected employment in this occupation over the next 24 months would:

Decline	Remain Stable	Grow
0%	75%	25%

■ **Growth Rate:** Average (16.3%) *(The projected average growth rate for all occupations in Kern County is 16.4% for the period 1995 through 2002.)*

Other Information

■ Hours Worked

Full-time employees in this occupation work an average of 45 hours per week. Part-time employees work an average of 22 hours per week.

■ Promotional Opportunities

Of the employers who responded to this question, *almost all* (88%) promote employees from this occupation to higher level positions. The titles of these positions include Senior Accountant; Accounting Supervisor; Manager; Senior Staff Accountant; Senior Manager; Senior Supervisor; Senior Staff; Supervisor; Partner; Controller; and Chief Financial Officer.



Automotive Mechanics

OES Code: 853020

15 Employers Responded

167 Jobs Represented

Alternate Titles: Mechanical Level I, II, III; Technician; Automotive Technician; Service Technician; Mechanic A, B, C, D, E.

Description

Automotive Mechanics adjust, repair, and overhaul automotive vehicles. They may be designated according to specialties, such as Brake Repairers, Transmission Mechanics, or Front-end Mechanics. Auto Body Repairers, Bus and Truck Mechanics, Diesel Engine Specialists, and Electrical Systems Specialists are not included.

Wages and Benefits

Wages (Union, Non-Union and Union Undetermined)

(Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.)

	Low	High	Median
New hires/no experience	\$ 5.75	\$ 7.00	\$ 7.00
New hires/with experience	\$ 8.00	\$15.00	\$10.00
Experienced/3+ yrs. with firm	\$10.50	\$18.00	\$14.75

Benefits

	Employer Pays All		Share Cost		Employee Pays All		Not Provided	
	FT	PT	FT	PT	FT	PT	FT	PT
Medical Ins.	47%	0%	33%	0%	7%	7%	13%	7%
Dental Ins.	27%	0%	7%	0%	27%	7%	40%	7%
Vision Ins.	20%	0%	0%	0%	33%	7%	47%	7%
Life Ins.	33%	0%	13%	0%	7%	7%	47%	7%
Sick leave	60%	0%	0%	0%	0%	0%	40%	13%
Vacation	93%	7%	0%	0%	0%	0%	7%	7%
Retire. Plan	0%	0%	40%	7%	20%	0%	40%	7%
Child Care	0%	0%	7%	0%	13%	0%	80%	13%
Other	0%	0%	7%	0%	0%	0%	13%	7%

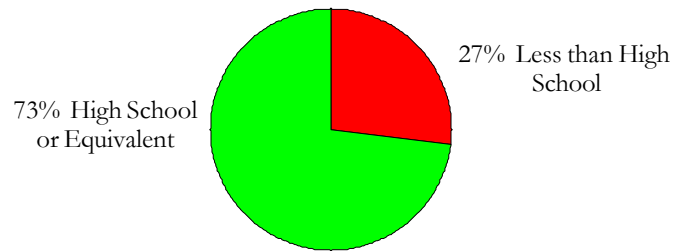
FT = Full-time Employees

PT = Part-time Employees

Percentages are based on the number of employers responding to this question.

Employer Requirements

Minimum Level of Education Required



Percentages are based on the number of employers responding to this question.

Experience and Training

	Yes	No	Preferred but Not Required
Prior Experience Required	80%	7%	13%
Other Experience Accepted	25%	75%	0%
Training as Substitute for Experience	57%	43%	0%
Technical or Vocational Training Required	27%	60%	13%

Percentages are based on the number of employers responding to this question.

Available Training

- Bakersfield College
- Bakersfield Technical College
- Cerro Coso Community College
- Kern County Regional Occupational Program
- Kern High School District Regional Occupational Center
- North Kern Vocational Training Center
- Sierra Sands Unified School District Adult School
- Taft College
- West Side Regional Occupational Program

Please see *Related Occupational Training* (page 58) and *Training Providers* (page 62) sections for relevant program titles and school information.

Automotive Mechanics (continued)

■ Skills, Licenses and Other Requirements

Although not reported by local employers, important job qualifications noted by employers throughout the state include the following:

Ability to: operate electronic automotive diagnostic equipment; repair brakes; repair vehicle heaters; repair vehicle air conditioners; repair carburetors; implement safe work practices; tune up engines; repair emission controls; repair fuel injection systems; work independently; read and follow instructions; write legibly.

Skills in: arc welding; gas welding; front end alignment; basic math; oral communication.

Other: willingness to work with close supervision; possession of a valid driver's license; possession of a good DMV driving record.

Licenses/Certificates: certified as a Smog Control Mechanic; Brake Check Certificate; certified in Auto Service Excellence (ASE); certified in auto air conditioning maintenance and repair.

Employment Trends

■ Supply and Demand

Degree of difficulty responding employers have in finding qualified applicants:

Experienced: *Moderately Difficult*
Inexperienced: *Moderately Difficult*

■ Recruitment Methods

Responding employers reported the following methods as the most successful in recruiting applicants for this occupation.

Method	Percent of Responding Employers
Walk-in Applicants	87%
Newspaper Ads	80%
Employee Referrals	67%

■ Size of Occupation: Very large (1,228 or more)

Responding employers reported that workers in this occupation are 99% male and 1% female.

■ Where the Jobs Are

Major Employing Industries:

- New and Used Car Dealers
- General Automotive Repair Shops

■ Employers' Projections

Responding employers reported employment in this occupation during the last 12 months:

Declined 7%	Remained Stable 60%	Grew 33%
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Responding employers projected employment in this occupation over the next 24 months would:

Decline 0%	Remain Stable 67%	Grow 33%
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■ **Growth Rate:** Faster than average (18.7%) (*The projected average growth rate for all occupations in Kern County is 16.4% for the period 1995 through 2002.*)

Other Information

■ Hours Worked

Full-time employees in this occupation work an average of 42 hours per week. Part-time employees work an average of 29 hours per week.

■ Promotional Opportunities

Of the employers who responded to this question, *most* (60%) promote employees from this occupation to higher level positions. The titles of these positions include Service Manager; Store Manager; Shop Foreman; Assistant Shop Foreman; Head Mechanic; Service Advisor; Manager; Lead Man; Supervisor; and Sales.



Bakers - Bread and Pastry

OES Code: 650210

15 Employers Responded

112 Jobs Represented

Alternate Titles: Operator; Cook - Breads & Rolls; Mixer/Bench Hand/Machine Operator; Baker/Donut Maker; Counter Server.

Description

Bakers - Bread and Pastry mix and bake ingredients according to recipes to produce breads, pastries and other baked goods. They produce goods in smaller quantities for consumption on premises or for sale as specialty baked goods.

Wages and Benefits

Wages (Union, Non-Union and Union Undetermined)

(Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.)

	Low	High	Median
New hires/no experience	\$ 5.75	\$ 7.67	\$ 5.75
New hires/with experience	\$ 5.75	\$ 8.25	\$ 6.35
Experienced/3+ yrs. with firm	\$ 5.75	\$12.44	\$ 7.62

Benefits

	Employer Pays All		Share Cost		Employee Pays All		Not Provided	
	FT	PT	FT	PT	FT	PT	FT	PT
Medical Ins.	27%	0%	20%	0%	0%	7%	27%	53%
Dental Ins.	20%	0%	13%	0%	0%	7%	47%	53%
Vision Ins.	20%	0%	7%	0%	0%	7%	53%	53%
Life Ins.	20%	0%	7%	0%	0%	7%	53%	53%
Sick leave	33%	7%	7%	0%	13%	7%	27%	47%
Vacation	40%	13%	7%	0%	0%	0%	27%	47%
Retire. Plan	20%	0%	7%	0%	0%	0%	53%	60%
Child Care	0%	0%	0%	0%	0%	0%	73%	60%
Other	0%	0%	0%	0%	0%	0%	0%	0%

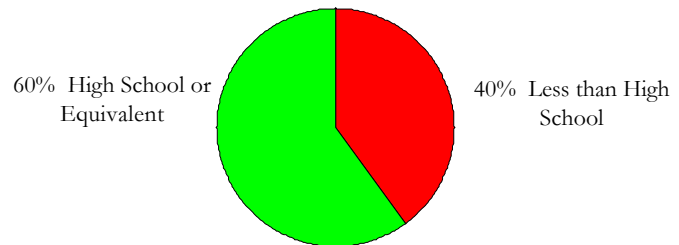
FT = Full-time Employees

PT = Part-time Employees

Percentages are based on the number of employers responding to this question.

Employer Requirements

Minimum Level of Education Required



Percentages are based on the number of employers responding to this question.

Experience and Training

	Yes	No	Preferred but Not Required
Prior Experience Required	27%	47%	27%
Other Experience Accepted	50%	50%	0%
Training as Substitute for Experience	25%	75%	0%
Technical or Vocational Training Required	20%	67%	13%

Percentages are based on the number of employers responding to this question.

Available Training

- Bakersfield College
- Sierra Sands Unified School District Adult School
- West Side Regional Occupational Program

Please see *Related Occupational Training* (page 58) and *Training Providers* (page 62) sections for relevant program titles and school information.

Skills, Licenses and Other Requirements

Although not reported by local employers, important job qualifications noted by employers throughout the state include the following:

Ability to: stand continuously for 2 or more hours; lift at least 25 lbs. repeatedly; work independently; work under pressure; read and follow instructions; write legibly.

Bakers - Bread and Pastry (continued)

Skills in: pastry making; pastry decorating; basic math; oral communication.

Other: mastery of baking equipment; pass a pre-employment medical examination; willingness to work with close supervision.

Employment Trends

■ Supply and Demand

Degree of difficulty responding employers have in finding qualified applicants:

Experienced: *Very Difficult*

Inexperienced: *Moderately Difficult*

■ Recruitment Methods

Responding employers reported the following methods as the most successful in recruiting applicants for this occupation.

Method	Percent of Responding Employers
Walk-in Applicants	73%
Newspaper Ads	67%
Employee Referrals	60%

■ Size of Occupation: Medium (283 - 566)

Responding employers reported that workers in this occupation were 63% male and 38% female.

■ Where the Jobs Are

Major Employing Industries:

- Grocery Stores
- Retail Bakeries

■ Employers' Projections

Responding employers reported employment in this occupation during the last 12 months:

Declined 13%	Remained Stable 80%	Grew 7%
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Responding employers projected employment in this occupation over the next 24 months would:

Decline 0%	Remain Stable 73%	Grow 27%
---------------	----------------------	-------------

■ **Growth Rate:** Much faster than average (40.0%) *(The projected average growth rate for all occupations in Kern County is 16.4% for the period 1995 through 2002.)*

Other Information

■ Hours Worked

Full-time employees in this occupation work an average of 28 - 40 hours per week. Part-time employees work an average of 23 hours per week.

■ Promotional Opportunities

Of the employers who responded to this question, *many* (47%) promote employees from this occupation to higher level positions. The titles of these positions include Supervisor; Maintenance; Assistant Manager; Head Server; Foreman; Server; Crew Leader; Manager.



Computer Aided Design (CAD) Technicians

OES Code: 003362999

15 Employers Responded

50 Jobs Represented

Alternate Titles: CAD Technician; Computer Drafting Technician I; Draftsman; Drafter Trainee; Designer; CAD Draftsperson; CAD Draftsman; Autocad Draftsperson; CAD Operator; CAD Drafter.

Description

Computer Aided Design (CAD) Technicians operate computer-aided design systems and peripheral equipment to draft and modify drawings from rough or detailed sketches or notes to specified dimensions for manufacturing, construction, engineering, or other purposes. They utilize knowledge of various CAD programs, machines, engineering practices, mathematics, building materials and other physical sciences to complete drawings.

Wages and Benefits

Wages (Union, Non-Union and Union Undetermined)

(Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.)

	Low	High	Median
New hires/no experience	\$ 7.00	\$12.00	\$10.00
New hires/with experience	\$ 7.67	\$18.00	\$12.00
Experienced/3+ yrs. with firm	\$ 8.95	\$25.00	\$16.00

Benefits

	Employer Pays All		Share Cost		Employee Pays All		Not Provided	
	FT	PT	FT	PT	FT	PT	FT	PT
Medical Ins.	60%	0%	27%	0%	0%	0%	13%	7%
Dental Ins.	20%	0%	20%	0%	27%	0%	33%	7%
Vision Ins.	13%	0%	20%	0%	13%	0%	53%	7%
Life Ins.	33%	0%	7%	0%	20%	0%	40%	7%
Sick leave	87%	0%	7%	0%	0%	0%	7%	7%
Vacation	87%	0%	7%	0%	0%	0%	7%	7%
Retire. Plan	47%	0%	33%	0%	0%	0%	20%	7%
Child Care	0%	0%	0%	0%	7%	0%	93%	7%
Other	0%	0%	0%	0%	0%	0%	0%	0%

FT = Full-time Employees

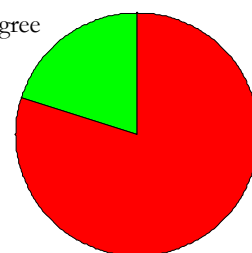
PT = Part-time Employees

Percentages are based on the number of employers responding to this question.

Employer Requirements

Minimum Level of Education Required

20% Associate Degree



80% High School or Equivalent

Percentages are based on the number of employers responding to this question.

Education and Training

	Yes	No	Preferred but Not Required
Prior Experience Required	67%	13%	20%
Other Experience Accepted	0%	100%	0%
Training as Substitute for Experience	62%	38%	0%
Technical or Vocational Training Required	60%	33%	7%

Percentages are based on the number of employers responding to this question.

Available Training

- Bakersfield College
- Cerro Coso Community College
- North Kern Vocational Training Center
- Zoom Graphics and Technical Arts

Please see *Related Occupational Training* (page 58) and *Training Providers* (page 62) sections for relevant program titles and school information.

Skills, Licenses and Other Requirements

Although not reported by local employers, important job qualifications noted by employers throughout the state include the following:

Ability to: draw and work from sketched plans; read blueprints; read working drawings; work from engineering sketches; interpret data; use geometric dimensioning and

Computer Aided Drafting (CAD) Technicians (continued)

tolerancing techniques; visualize 3-D objects from 2-D drawings; concentrate for long periods of time; work independently; read and follow instructions; write legibly.

Skills in: drafting; computer integrated manufacturing (CIM) CAD skills; mechanical drawing.

Knowledge of: trigonometry; software applications.

Other: Understanding of construction terms; good vision; willingness to work with close supervision.

Employment Trends

■ Supply and Demand

Degree of difficulty responding employers have in finding qualified applicants:

Experienced: *Moderately Difficult*

Inexperienced: *Moderately Difficult*

■ Recruitment Methods

Responding employers reported the following methods as the most successful in recruiting applicants for this occupation.

Method	Percent of Responding Employers
Employee Referrals	73%
Newspaper Ads	67%
School, Program Referrals	60%

■ **Size of Occupation:** Data Not Available

Responding employers reported that workers in this occupation were 90% male and 10% female.

■ Where the Jobs Are

Major Employing Industry:

■ Engineering Services

■ Employers' Projections

Responding employers reported employment in this occupation during the last 12 months:

Declined 0%	Remained Stable 53%	Grew 47%
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Responding employers projected employment in this occupation over the next 24 months would:

Decline 0%	Remain Stable 80%	Grow 20%
---------------	----------------------	-------------

■ **Growth Rate:** Remain stable (0.0%) *(The projected average growth rate for all occupations in Kern County is 16.4% for the period 1995 through 2002.)*

Other Information

■ Hours Worked

Full-time employees in this occupation work an average of 40 hours per week. Part-time employees work an average of 20 hours per week.

■ Promotional Opportunities

Of the employers who responded to this question, *most* (67%) promote employees from this occupation to higher level positions. The titles of these positions include Architect; Intern/Architect; Design Supervisor; Mechanical Designer; Designer; Senior Designer; Chief Designer; Project Manager; Network Administrator; CAD Manager; and CAD Designer.



Counter and Rental Clerks

OES Code: 490170

18 Employers Responded

172 Jobs Represented

Alternate Titles: Shift Leader/Plant Manager/Assistant Manager; Cashier/Receiving Associate; Warehouse; Rental Consultant; Car Rental Agent; Management Trainee; Video Clerk; Salesperson; Manager/Clerk; Photofinishing Clerk/Sales Clerk; Clerk; Counter Person; Copy Consultant.

Description

Counter and Rental Clerks receive articles and/or orders for services, such as rentals, repairs, dry cleaning, and storage. They may compute cost and accept payment.

Wages and Benefits

Wages (Union, Non-Union and Union Undetermined)

(Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.)

	Low	High	Median
New hires/no experience	\$ 5.75	\$ 8.46	\$ 5.75
New hires/with experience	\$ 5.75	\$10.07	\$ 6.44
Experienced/3+ yrs. with firm	\$ 6.25	\$11.50	\$ 7.50

Benefits

	Employer Pays All		Share Cost		Employee Pays All		Not Provided	
	FT	PT	FT	PT	FT	PT	FT	PT
Medical Ins.	39%	0%	28%	6%	0%	0%	33%	50%
Dental Ins.	22%	0%	33%	6%	6%	0%	39%	50%
Vision Ins.	17%	0%	28%	6%	0%	0%	56%	50%
Life Ins.	17%	6%	17%	0%	6%	0%	61%	50%
Sick leave	44%	11%	6%	0%	0%	0%	50%	44%
Vacation	67%	22%	6%	0%	0%	0%	28%	33%
Retire. Plan	22%	11%	44%	6%	0%	0%	33%	39%
Child Care	11%	0%	6%	0%	0%	0%	83%	56%
Other	11%	0%	0%	0%	0%	0%	0%	6%

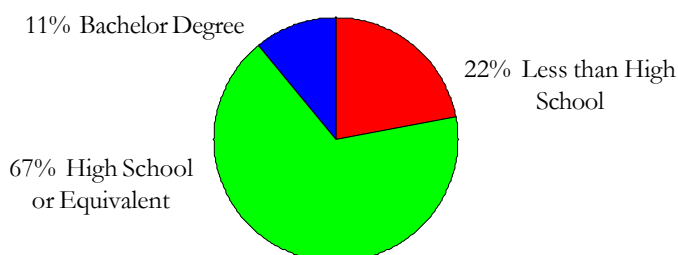
FT = Full-time Employees

PT = Part-time Employees

Percentages are based on the number of employers responding to this question.

Employer Requirements

Minimum Level of Education Required



Percentages are based on the number of employers responding to this question.

Experience and Training

	Yes	No	Preferred but Not Required
Prior Experience Required	6%	50%	44%
Other Experience Accepted	56%	44%	0%
Training as Substitute for Experience	33%	67%	0%
Technical or Vocational Training Required	0%	94%	6%

Percentages are based on the number of employers responding to this question.

Available Training

Our research indicates that no formal training is locally available for this occupation.

Skills, Licenses and Other Requirements

Although not reported by local employers, important job qualifications noted by employers throughout the state include the following:

Ability to: use a calculator; operate a cash register; stand continuously for 2 or more hours; work independently; read and follow instructions; write legibly.

Skills in: cash handling; customer service; basic math; oral communication.

Counter and Rental Clerks (continued)

Other: willingness to work with close supervision; bondable.

Employment Trends

■ Supply and Demand

Degree of difficulty responding employers have in finding qualified applicants:

Experienced: *Very Difficult*
Inexperienced: *Moderately Difficult*

■ Recruitment Methods

Responding employers reported the following methods as the most successful in recruiting applicants for this occupation.

Method	Percent of Responding Employers
Employee Referrals	89%
Newspaper Ads	89%
Walk-in Applicants	61%
Colleges/Universities	22%

■ Size of Occupation: Large (567 - 1,227)

Responding employers reported that workers in this occupation were 24% male and 76% female.

■ Where the Jobs Are

Major Employing Industries:

- Video Tape Rental
- Dry Cleaning Plants, except Rug
- Equipment Rental and Leasing, not elsewhere classified

■ Employers' Projections

Responding employers reported employment in this occupation during the last 12 months:

Declined 6%	Remained Stable 61%	Grew 33%
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Responding employers projected employment in this occupation over the next 24 months would:

Decline 0%	Remain Stable 56%	Grow 44%
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■ **Growth Rate:** Faster than average (24.4%) *(The projected average growth rate for all occupations in Kern County is 16.4% for the period 1995 through 2002.)*

Other Information

■ Hours Worked

Full-time employees in this occupation work an average of 38 hours per week. Part-time employees work an average of 22 hours per week.

■ Promotional Opportunities

Of the employers who responded to this question, *most* (72%) promote employees from this occupation to higher level positions. The titles of these positions include Shift Leader; Assistant Manager; Department Manager; Supervisor; Sales Manager; Manager; and Outside Sales.



First Line Supervisors and Manager/Supervisors - Clerical and Administrative Support Occupations

OES Code: 510020

15 Employers Responded

51 Jobs Represented

Alternate Titles: Personal Lines Manager; Accounting Supervisor/Customer Services Representative; Office Administrator/Word Processing; Business Manager; Administrative Assistant/Account Controller/Office Manager; Supervisor; Manager; Cost Accounting Supervisor/HR Supervisor/Purchasing Supervisor; Branch Manager; Account Executive; Health Services Supervisor.

Description

First Line Supervisors and Manager/Supervisors - Clerical and Administrative Support Occupations directly supervise and coordinate activities of clerical and administrative support workers. They are generally found in smaller establishments where they perform both supervisory and management functions, such as accounting, marketing, and personnel work. Some manager/supervisors may also engage, in part, in the same clerical work as the workers they supervise.

Wages and Benefits

Wages (Union, Non-Union and Union Undetermined)

(Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.)

	Low	High	Median
New hires/no experience	\$ 6.00	\$13.42	\$ 8.25
New hires/with experience	\$ 6.50	\$20.19	\$14.38
Experienced/3+ yrs. with firm	\$ 9.00	\$25.23	\$16.78

Benefits

	Employer Pays All		Share Cost		Employee Pays All		Not Provided	
	FT	PT	FT	PT	FT	PT	FT	PT
Medical Ins.	47%	0%	33%	7%	0%	0%	13%	7%
Dental Ins.	27%	0%	27%	7%	20%	0%	20%	7%
Vision Ins.	20%	0%	27%	0%	13%	0%	33%	13%
Life Ins.	47%	0%	33%	7%	0%	0%	13%	7%
Sick leave	67%	0%	7%	7%	0%	0%	20%	7%
Vacation	73%	0%	7%	7%	0%	0%	13%	7%
Retire. Plan	33%	0%	27%	7%	13%	0%	20%	7%
Child Care	0%	0%	7%	0%	0%	0%	87%	13%
Other	0%	0%	0%	0%	7%	0%	0%	0%

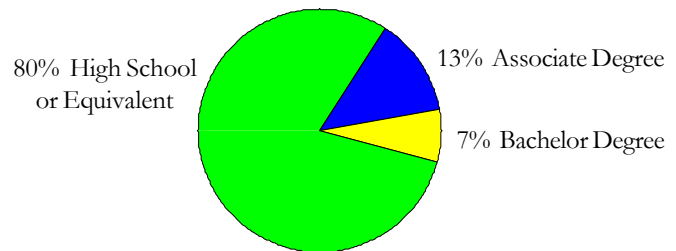
FT = Full-time Employees

PT = Part-time Employees

Percentages are based on the number of employers responding to this question.

Employer Requirements

Minimum Level of Education Required



Percentages are based on the number of employers responding to this question.

Experience and Training

	Yes	No	Preferred but Not Required
Prior Experience Required	67%	13%	20%
Other Experience Accepted	38%	62%	0%
Training as Substitute for Experience	38%	62%	0%
Technical or Vocational Training Required	20%	73%	7%

Percentages are based on the number of employers responding to this question.

Available Training

- Bakersfield College
- California State University, Bakersfield
- Cerro Coso Community College
- San Joaquin Valley College, Inc.
- Taft College
- University of LaVerne
- Vanguard University

Please see *Related Occupational Training* (page 58) and *Training Providers* (page 62) sections for school information and relevant program titles.

Skills, Licenses and Other Requirements

Although not reported by local employers, important job qualifications noted by employers throughout the state include the following:

First Line Supervisors and Manager/Supervisors - Clerical and Administrative Support Occupations (continued)

Ability to: manage an activity or department; plan and organize the work of others; hire and assign personnel; use word processing software; write effectively; type at least 45 wpm; pay attention to detail; work independently; read and follow instructions; write legibly.

Skills in: office management; report writing; supervision; record keeping; proofreading; problem solving; customer service; basic math; oral communication.

Other: willingness to work with close supervision.

Employment Trends

Supply and Demand

Degree of difficulty responding employers have in finding qualified applicants:

Experienced: *Moderately Difficult*

Inexperienced: *Moderately Difficult*

Recruitment Methods

Responding employers reported the following methods as the most successful in recruiting applicants for this occupation.

Method	Percent of Responding Employers
Newspaper Ads	93%
In-house Promotion or Transfer	60%
Employee Referrals	53%

Size of Occupation: Very large (1,228 or more)

Responding employers reported that employees in this occupation were 14% male and 86% female.

Where the Jobs Are

Major Employing Industries:

- Local Government
- Elementary and Secondary Schools

Employers' Projections

Responding employers reported employment in this occupation during the last 12 months:

Declined	Remained Stable	Grew
0%	87%	13%

Responding employers projected employment in this occupation over the next 24 months would:

Decline	Remain Stable	Grow
0%	100%	0%

■ **Growth Rate:** Faster than average (19.9%) *(The projected average growth rate for all occupations in Kern County is 16.4% for the period 1995 through 2002.)*

Other Information

Hours Worked

Full-time employees in this occupation work an average of 42 hours per week. Part-time employees work an average of 28 hours per week.

Promotional Opportunities

Of the employers who responded to this question, *many* (53%) promote employees from this occupation to higher level positions. The titles of these positions include Office Manager; Manager; Assistant City Manager; Public Works Director; Regional Positions; and Executive Level.



General Office Clerks

OES Code: 553470

21 Employers Responded

533 Jobs Represented

Alternate Titles: Accounting Services Clerk; Word Processor; Clerical Technician; Secretary; Clerk; Billing Clerk; Receptionist; Clerk of the Board; Clerk Typist I; Office Clerk; Bookkeeper; Accounting Clerk; Inventory Clerk; General Secretary; Transcriptionist; Clerical Specialist; News Assistant; Clerk I, II, III; Administrative Assistant; Dispatch Clerk.

Description

General Office Clerks perform a wide variety of tasks. Clerical duties may be assigned in accordance with the office procedures of individual establishments and may include a combination of bookkeeping, typing, stenography, office machine operation and filing. Workers whose duties are narrowly defined are not included.

Wages and Benefits

Wages (Union, Non-Union and Union Undetermined)

(Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.)

	Low	High	Median
New hires/no experience	\$ 5.75	\$10.32	\$ 7.00
New hires/with experience	\$ 6.50	\$11.03	\$ 8.00
Experienced/3+ yrs. with firm	\$ 7.25	\$13.50	\$10.00

Benefits

	Employer Pays All		Share Cost		Employee Pays All		Not Provided	
	FT	PT	FT	PT	FT	PT	FT	PT
Medical Ins.	57%	0%	29%	19%	0%	0%	10%	19%
Dental Ins.	33%	0%	33%	19%	14%	0%	14%	19%
Vision Ins.	38%	0%	14%	19%	10%	0%	33%	19%
Life Ins.	52%	5%	10%	10%	0%	0%	33%	24%
Sick leave	76%	14%	5%	0%	5%	5%	10%	19%
Vacation	81%	19%	5%	0%	0%	0%	10%	19%
Retire. Plan	33%	5%	29%	10%	14%	5%	19%	19%
Child Care	5%	0%	10%	5%	10%	0%	71%	33%
Other	5%	0%	0%	0%	0%	0%	0%	5%

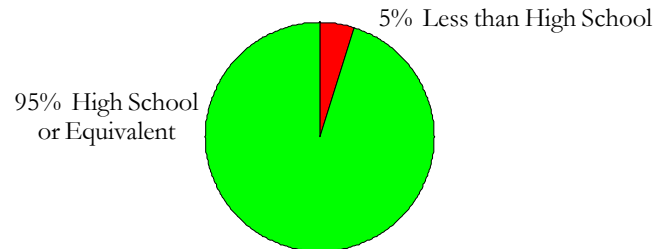
FT = Full-time Employees

PT = Part-time Employees

Percentages are based on the number of employers responding to this question.

Employer Requirements

Minimum Level of Education Required



Percentages are based on the number of employers responding to this question.

Experience and Training

	Yes	No	Preferred but Not Required
Prior Experience Required	48%	10%	43%
Other Experience Accepted	74%	26%	0%
Training as Substitute for Experience	68%	32%	0%
Technical or Vocational Training Required	19%	76%	5%

Percentages are based on the number of employers responding to this question.

Available Training

- Bakersfield Adult School
- Bakersfield College
- Bakersfield Technical College
- California Technical College
- Cerro Coso Community College
- Delano Adult School
- Kern County Regional Occupational Program
- Kern High School District - Career Resource Division
- Kern High School District Regional Occupational Center
- McFarland Learning Center
- Mexican American Opportunity Foundation
- North Kern Vocational Training Center
- Santa Barbara Business College
- Southern Kern Unified School District Adult School
- Taft College
- West Side Regional Occupational Program

Please see *Related Occupational Training* (page 58) and *Training Providers* (page 62) sections for relevant program titles and school information.

General Office Clerks (continued)

■ Skills, Licenses and Other Requirements

Although not reported by local employers, important job qualifications noted by employers throughout the state include the following:

Ability to: operate a 10-key adding machine by touch; operate a transcribing machine; write effectively; type at least 45 wpm; perform routine, repetitive work; work independently; read and follow instructions; write legibly.

Skills in: record keeping; alphabetic and numeric filing; English grammar, spelling, and punctuation; telephone answering; public contact; basic math; oral communication.

Other: willingness to work with close supervision.

Employment Trends

■ Supply and Demand

Degree of difficulty responding employers have in finding qualified applicants:

Experienced: *Moderately Difficult*

Inexperienced: *Moderately Difficult*

■ Recruitment Methods

Responding employers reported the following methods as the most successful in recruiting applicants for this occupation.

Method	Percent of Responding Employers
Newspaper Ads	90%
Employee Referrals	52%
Walk-in Applicants	48%

■ Size of Occupation: Very large (1,228 or more)

Responding employers reported that workers in this occupation were 5% male and 95% female.

■ Where the Jobs Are

Major Employing Industries:

- General Medical and Surgical Hospitals
- Elementary and Secondary Schools
- Federal Government
- Local Government

■ Employers' Projections

Responding employers reported employment in this occupation during the last 12 months:

Declined 5%	Remained Stable 76%	Grew 19%
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Responding employers projected employment in this occupation over the next 24 months would:

Decline 0%	Remain Stable 81%	Grow 19%
---------------	----------------------	-------------

■ Growth Rate: Slower than average (9.3%) *(The projected average growth rate for all occupations in Kern County is 16.4% for the period 1995 through 2002.)*

Other Information

■ Hours Worked

Full-time employees in this occupation work an average of 40 hours per week. Part-time employees work an average of 27 hours per week.

■ Promotional Opportunities

Of the employers who responded to this question, *most* (67%) promote employees from this occupation to higher level positions. The titles of these positions include Word Processor; Accounting Services; File Clerk; Office Manager; Supervisor; Manager; Administrative Secretary; Finance Manager; Department Secretary; Staff Secretary; Accountant; and Executive Assistant.



Hairdressers, Hairstylists, and Cosmetologists

OES Code: 680050

17 Employers Responded

131 Jobs Represented

Alternate Title: Beauty Operator.

Description

Hairdressers, Hairstylists and Cosmetologists provide beauty services for customers, such as suggesting hair styles, cutting and styling hair, treating the scalp, applying make-up, and dressing wigs. Shampooers, Manicurists, and Beauty School Instructors are not included.

Wages and Benefits

■ Wages (Union, Non-Union and Union Undetermined)

(Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.)

	Low	High	Median
New hires/no experience	\$ 5.75	\$ 6.00	\$ 5.78
New hires/with experience	\$ 5.75	\$10.07	\$ 6.00
Experienced/3+ yrs. with firm	\$ 5.75	\$12.66	\$ 7.50

Employers reported that workers in this occupation also receive other compensation such as commissions and tips.

■ Benefits

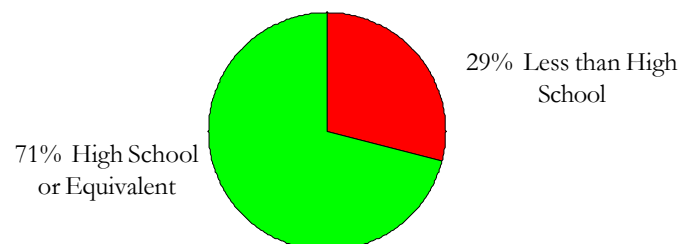
	Employer Pays All		Share Cost		Employee Pays All		Not Provided	
	FT	PT	FT	PT	FT	PT	FT	PT
Medical Ins.	6%	0%	35%	12%	12%	6%	35%	41%
Dental Ins.	6%	0%	18%	12%	6%	6%	59%	41%
Vision Ins.	6%	0%	18%	12%	0%	0%	65%	47%
Life Ins.	6%	0%	12%	0%	12%	6%	59%	53%
Sick leave	18%	6%	0%	0%	6%	6%	65%	47%
Vacation	59%	29%	0%	0%	0%	0%	29%	29%
Retire. Plan	6%	0%	6%	0%	6%	6%	71%	53%
Child Care	0%	0%	6%	0%	0%	0%	82%	59%
Other	0%	0%	6%	0%	0%	0%	12%	6%

FT = Full-time Employees PT = Part-time Employees

Percentages are based on the number of employers responding to this question.

Employer Requirements

■ Minimum Level of Education Required:



Percentages are based on the number of employers responding to this question.

■ Experience and Training

	Yes	No	Preferred but Not Required
Prior Experience Required	41%	29%	29%
Other Experience Accepted	8%	92%	0%
Training as Substitute for Experience	58%	42%	0%
Technical or Vocational Training Required	100%	0%	0%

Percentages are based on the number of employers responding to this question.

■ Available Training

- Federico Career Colleges of Bakersfield
- Kern County Regional Occupational Program
- Kern High School District Regional Occupational Center
- Lyle's Bakersfield College of Beauty, Inc.
- North Kern Vocational Training Center
- West Side Regional Occupational Program

Please see *Related Occupational Training* (page 58) and *Training Providers* (page 62) sections for relevant program titles and school information.

■ Skills, Licenses and Other Requirements

Although not reported by local employers, important job qualifications noted by employers throughout the state include the following:

Hairstylists, Hairstylists and Cosmetologists (continued)

Ability to: stand continuously for 2 or more hours; work independently; work under pressure; follow oral instructions; read and follow directions; write legibly.

Skills in: public contact; basic math; oral communication.

Other: willingness to work with close supervision; manual dexterity; good eye-hand coordination; good vision; possession of good color perception.

Licenses/Certificates: Licensed by the California Board of Cosmetology.

Employment Trends

Supply and Demand

Degree of difficulty responding employers have in finding qualified applicants:

Experienced: *Very Difficult*

Inexperienced: *Moderately Difficult*

Recruitment Methods

Responding employers reported the following methods as the most successful in recruiting applicants for this occupation.

Method	Percent of Responding Employers
Walk-in Applicants	88%
Newspaper Ads	88%
Employee Referrals	47%
Schools, Program Referrals	47%

Size of Occupation: Small (less than 283)

Responding employers reported that employees in this occupation were 5% male and 95% female.

Where the Jobs Are

Major Employing Industry:

- Beauty Shops

Employers' Projections

Responding employers reported employment in this occupation during the last 12 months:

Declined 12%	Remained Stable 53%	Grew 35%
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Responding employers projected employment in this occupation over the next 24 months would:

Decline 6%	Remain Stable 29%	Grow 65%
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Growth Rate: Faster than average (20.8%) *(The projected average growth rate for all occupations in Kern County is 16.4% for the period 1995 through 2002.)*

Other Information

Hours Worked

Full-time employees in this occupation work an average of 32 - 37 hours per week. Part-time employees work an average of 30 hours per week.

Promotional Opportunities

Of the employers who responded to this question, *many* (53%) promote employees from this occupation to higher level positions. The titles of these positions include Trainer; Assistant Manager; Manager; Independent Contractor; Stylist; Supervisor; Shift Supervisor; Floor Manager; Distributor; and Educator.



Instructional Aides

OES Code: 315211

16 Employers Responded

1,511 Jobs Represented

Alternate Titles: RSP Aides; Instructional Tutor; Special Education Tutor; Aide I and II; Tutor; Teacher's Aide; Instructional Assistant; Instructional Paraprofessional.

Description

Instructional Aides work under the direct supervision of classroom teachers to assist the teacher in instructional tasks and activities involving games, sports, arts and crafts. They also do routine clerical tasks such as record keeping, maintaining classroom supplies, and operating office equipment. They may assist teachers with the instruction of mentally or physically handicapped pupils.

Wages and Benefits

■ Wages (Union, Non-Union and Union Undetermined)

(Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.)

	Low	High	Median
New hires/no experience	\$ 5.75	\$ 9.31	\$ 8.12
New hires/with experience	\$ 5.75	\$10.00	\$ 8.93
Experienced/3+ yrs. with firm	\$ 7.50	\$12.00	\$ 9.69

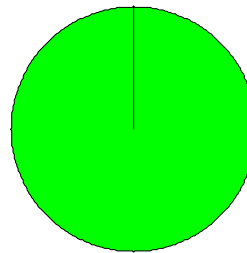
■ Benefits

	Employer Pays All		Share Cost		Employee Pays All		Not Provided	
	FT	PT	FT	PT	FT	PT	FT	PT
Medical Ins.	56%	0%	0%	25%	0%	0%	6%	63%
Dental Ins.	50%	0%	6%	25%	0%	0%	6%	63%
Vision Ins.	56%	0%	0%	25%	0%	0%	6%	63%
Life Ins.	44%	0%	0%	13%	6%	0%	13%	75%
Sick leave	56%	31%	0%	6%	0%	0%	6%	50%
Vacation	44%	25%	0%	6%	6%	0%	13%	56%
Retire. Plan	13%	0%	25%	25%	6%	6%	19%	56%
Child Care	0%	0%	0%	0%	13%	0%	50%	88%
Other	0%	0%	0%	0%	0%	0%	6%	0%

FT = Full-time Employees PT = Part-time Employees
 Percentages are based on the number of employers responding to this question.

Employer Requirements

■ Minimum Level of Education Required



100% High School or Equivalent

Percentages are based on the number of employers responding to this question.

■ Experience and Training

	Yes	No	Preferred but Not Required
Prior Experience Required	6%	38%	56%
Other Experience Accepted	80%	20%	0%
Training as Substitute for Experience	90%	10%	0%
Technical or Vocational Training Required	6%	94%	0%

Percentages are based on the number of employers responding to this question.

■ Available Training

- Bakersfield College
- Cerro Coso Community College
- Kern High School District Regional Occupational Center
- Taft College

Please see *Related Occupational Training* (page 58) and *Training Providers* (page 62) sections for relevant program titles and school information.

■ Skills, Licenses and Other Requirements

Although not reported by local employers, important job qualifications noted by employers throughout the state include the following:

Ability to: apply teaching techniques; operate audiovisual equipment; administer emergency first aid; write effectively;

Instructional Aides (continued)

type at least 45 wpm; handle crisis situations; work independently; exercise patience; read and follow instructions; write legibly.

Skills in: oral reading; music; classroom management; record keeping; basic math; oral communication.

Other: understanding of a variety of cultures; knowledge of early childhood development; possession of an Early Childhood Development Certificate; pass a pre-employment medical examination; willingness to work with close supervision.

Employment Trends

■ Supply and Demand

Degree of difficulty responding employers have in finding qualified applicants:

Experienced: *Moderately Difficult*

Inexperienced: *Moderately Difficult*

■ Recruitment Methods

Responding employers reported the following methods as the most successful in recruiting applicants for this occupation.

Method	Percent of Responding Employers
Walk-in Applicants	75%
Newspaper Ads	69%
In-house Promotion or Transfer	69%
Employee Referrals	56%

■ Size of Occupation: Very large (1,228 or more)

Responding employers reported that employees in this occupation were 4% male and 96% female.

■ Where the Jobs Are

Major Employing Industry:

- Elementary and Secondary Schools

■ Employers' Projections

Responding employers reported employment in this occupation during the last 12 months:

Declined	Remained Stable	Grew
0%	56%	44%

Responding employers projected employment in this occupation over the next 24 months would:

Decline	Remain Stable	Grow
19%	56%	25%

■ **Growth Rate:** Faster than average (23.6%) *(The projected average growth rate for all occupations in Kern County is 16.4% for the period 1995 through 2002.)*

Other Information

■ Hours Worked

Full-time employees in this occupation work an average of 30 - 40 hours per week. Part-time employees work an average of 21 hours per week.

■ Promotional Opportunities

Of the employers who responded to this question, *almost all* (88%) promote employees from this occupation to higher level positions. The titles of these positions include Clerical; School Clerk; School Secretary; Teacher; Assistant Manager; Manager; Full-time Instruction Assistant; Senior Instructional Assistant; School Bus Driver; Secretary; and Instructional Aide II, III.



Machinists

OES Code: 891080

18 Employers Responded

130 Jobs Represented

Alternate Titles: Shop Machnist; Machinist Master; Machine Operators; CNC Operators; Grinder Operator; Machinist Trainee.

Description

Machinists set up and operate machine tools and fit and assemble parts to make or repair metal parts, mechanisms, tools or machines by applying their knowledge of mechanics, shop mathematics, metal properties and layout machining procedures. They study specifications such as blueprints, sketches or descriptions of parts to be replaced and they plan sequences of operations.

Wages and Benefits

Wages (Union, Non-Union and Union Undetermined)

(Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.)

	Low	High	Median
New hires/no experience	\$ 5.75	\$ 7.00	\$ 6.63
New hires/with experience	\$ 6.88	\$15.00	\$10.75
Experienced/3+ yrs. with firm	\$ 9.00	\$18.50	\$15.25

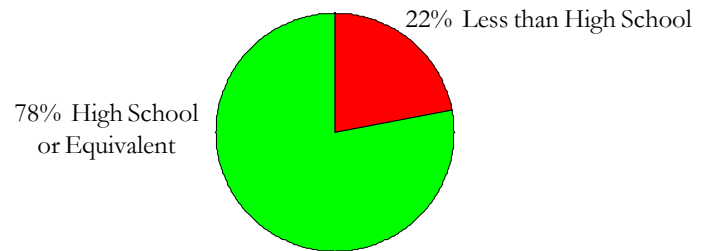
Benefits

	Employer Pays All		Share Cost		Employee Pays All		Not Provided	
	FT	PT	FT	PT	FT	PT	FT	PT
Medical Ins.	78%	6%	17%	0%	0%	0%	6%	0%
Dental Ins.	44%	6%	22%	0%	6%	0%	28%	0%
Vision Ins.	33%	0%	11%	0%	0%	0%	56%	6%
Life Ins.	56%	6%	11%	0%	0%	0%	33%	0%
Sick leave	72%	6%	0%	0%	0%	0%	28%	0%
Vacation	94%	6%	0%	0%	0%	0%	6%	0%
Retire. Plan	22%	0%	28%	0%	6%	0%	44%	6%
Child Care	0%	0%	0%	0%	6%	0%	94%	6%
Other	0%	0%	0%	0%	0%	0%	6%	0%

FT = Full-time Employees PT = Part-time Employees
 Percentages are based on the number of employers responding to this question.

Employer Requirements

Minimum Level of Education Required



Percentages are based on the number of employers responding to this question.

Experience and Training

	Yes	No	Preferred but Not Required
Prior Experience Required	78%	6%	17%
Other Experience Accepted	47%	53%	0%
Training as Substitute for Experience	53%	47%	0%
Technical or Vocational Training Required	44%	22%	33%

Percentages are based on the number of employers responding to this question.

Available Training

- Bakersfield College
- Cerro Coso Community College

Please see *Related Occupational Training* (page 58) and *Training Providers* (page 62) sections for relevant program titles and school information.

Skills, Licenses and Other Requirements

Although not reported by local employers, important job qualifications noted by employers throughout the state include the following:

Ability to: operate numerically controlled (NC) machines; read blueprints; use hand tools; operate computer numerically controlled machines; use precision tools; write effectively; stand continuously for 2 or more hours; perform precision work; lift at least 50 lbs. repeatedly;

Machinists (continued)

provide own hand tools; work independently; read and follow instructions; write legibly.

Skills in: shop math; oral communication.

Other: understanding of military specifications; manual dexterity; willingness to work with close supervision.

Employment Trends

■ Supply and Demand

Degree of difficulty responding employers have in finding qualified applicants:

Experienced: *Very Difficult*

Inexperienced: *Very Difficult*

■ Recruitment Methods

Responding employers reported the following methods as the most successful in recruiting applicants for this occupation.

Method	Percent of Responding Employers
Employee Referrals	72%
Newspaper Ads	61%
Walk-in Applicants	44%

■ Size of Occupation: Medium (283 - 566)

Responding employers reported that workers in this occupation were 97% male and 3% female.

■ Where the Jobs Are

Major Employing Industries:

- Oil and Gas Field Machinery
- Industrial Machinery, not elsewhere classified

■ Employers' Projections

Responding employers reported employment in this occupation during the last 12 months:

Declined 6%	Remained Stable 67%	Grew 28%
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Responding employers projected employment in this occupation over the next 24 months would:

Decline 0%	Remain Stable 67%	Grow 33%
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■ **Growth Rate:** Much faster than average (30.8%) *(The projected average growth rate for all occupations in Kern County is 16.4% for the period 1995 through 2002.)*

Other Information

■ Hours Worked

Full-time employees in this occupation work an average of 41 hours per week. Part-time employees work an average of 25 hours per week.

■ Promotional Opportunities

Of the employers who responded to this question, *many* (50%) promote employees from this occupation to higher level positions. The titles of these positions include Leads; Programmers; Shop Foreman; Estimator; Foreman; Machinist III; Supervisor; Drafter; Lead Machinist; Shop Supervisor; and Area Manager.



Medical Records Technicians

OES Code: 329110

15 Employers Responded

84 Jobs Represented

Alternate Titles: Medical Records Clerk; Secretary/ Receptionist for Clinic; Medical Files Clerk; PT Aide; Medical Records Supervisor; Billing/Records Clerk.

Description

Medical Records Technicians compile and maintain medical records of hospital and clinic patients.

Wages and Benefits

Wages (Union, Non-Union and Union Undetermined)

(Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.)

	Low	High	Median
New hires/no experience	\$ 5.75	\$ 8.80	\$ 6.50
New hires/with experience	\$ 6.00	\$ 9.50	\$ 7.50
Experienced/3+ yrs. with firm	\$ 6.65	\$11.00	\$ 8.85

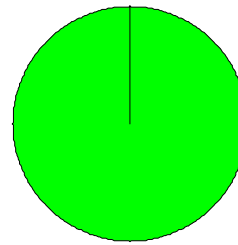
Benefits

	Employer Pays All		Share Cost		Employee Pays All		Not Provided	
	FT	PT	FT	PT	FT	PT	FT	PT
Medical Ins.	67%	7%	33%	7%	0%	0%	0%	13%
Dental Ins.	40%	7%	27%	0%	13%	0%	20%	20%
Vision Ins.	33%	13%	20%	0%	13%	0%	33%	13%
Life Ins.	73%	13%	13%	0%	7%	0%	7%	13%
Sick leave	100%	13%	0%	7%	0%	0%	0%	7%
Vacation	100%	13%	0%	7%	0%	0%	0%	7%
Retire. Plan	60%	20%	33%	0%	0%	0%	7%	7%
Child Care	0%	0%	0%	0%	20%	13%	80%	13%
Other	0%	0%	0%	0%	0%	0%	0%	0%

FT = Full-time Employees PT = Part-time Employees
Percentages are based on the number of employers responding to this question.

Employer Requirements

Minimum Level of Education Required



100% High School or Equivalent

Percentages are based on the number of employers responding to this question.

Experience and Training

	Yes	No	Preferred but Not Required
Prior Experience Required	20%	20%	60%
Other Experience Accepted	82%	18%	0%
Training as Substitute for Experience	75%	25%	0%
Technical/Vocational Training Required	13%	73%	13%

Available Training

- Arvin High School
- California Technical College
- East Bakersfield High School
- Kern County Regional Occupational Program
- Kern High School District Regional Occupational Center
- North Kern Vocational Training Center
- Santa Barbara Business College
- Sierra Sands Unified School District Adult School
- Stockdale High School

Please see *Related Occupational Training* (page 58) and *Training Providers* (page 62) sections for school information and relevant program titles.

Skills, Licenses and Other Requirements

Although not reported by local employers, important job qualifications noted by employers throughout the state include the following:

Medical Records Technicians (continued)

Ability to: transcribe medical records and reports; follow medical records control procedures; apply JCAH and Title 22 rules and regulations; write effectively; type at least 45 wpm; pay attention to detail; work independently; work under pressure; write legibly.

Skills in: ICD-9-CM coding; alphabetic and numeric filing skills; analytical skills; basic math; oral communication.

Knowledge of: physiology; anatomy; disease processes; CPT-4 coding; DRGs; medical terminology.

Other: understanding of Medicare rules and regulations; willingness to work with close supervision.

Licenses/Certifications: Accredited Record Technician (ART) eligibility; Accredited Record Technician (ART); possession of a Coding certificate.

Employment Trends

■ Supply and Demand

Degree of difficulty responding employers have in finding qualified applicants:

Experienced: *Not Difficult*
Inexperienced: *Moderately Difficult*

■ Recruitment Methods

Responding employers reported the following methods as the most successful in recruiting applicants for this occupation.

Method	Percent of Responding Employers
Newspaper Ads	87%
Employee Referrals	80%
Walk-in Applicants	40%

■ Size of Occupation: Small (less than 283)

Responding employers reported that workers in this occupation were 21% male and 79% female.

■ Where the Jobs Are

Major Employing Industries:

- Offices and Clinics of Medical Doctors
- General Medical and Surgical Hospitals

■ Employers' Projections

Responding employers reported employment in this occupation during the last 12 months:

Declined 0%	Remained Stable 67%	Grew 33%
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Responding employers projected employment in this occupation over the next 24 months would:

Decline 0%	Remain Stable 60%	Grow 40%
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■ **Growth Rate:** Much faster than average (37.5%) (*The projected average growth rate for all occupations in Kern County is 16.4% for the period 1995 through 2002.*)

Other Information

■ Hours Worked

Full-time employees in this occupation work an average of 41 hours per week. Part-time employees work an average of 23 hours per week.

■ Promotional Opportunities

Of the employers who responded to this question, *most* (67%) promote employees from this occupation to higher level positions. The titles of these positions include Office Assistant; Team Leader; Expediter; Front Office Clerk; Receptionist; Scheduler; Department Secretary; Office Manager; Supervisor; Front Desk; Clerk; and Admissions Representative.



Pharmacy Technicians

OES Code: 325180

16 Employers Responded

34 Jobs Represented

Alternate Title: Pharmacy Technician/Clerk.

Description

Pharmacy Technicians fill orders for unit doses and prepackaged pharmaceuticals and perform other related duties under the supervision and direction of a pharmacy supervisor or staff pharmacist. Duties include keeping records of drugs delivered to the pharmacy, storing incoming merchandise in proper locations, and informing the supervisor of stock needs and shortages. They may clean equipment used in the performance of duties and assist in the care and maintenance of equipment and supplies.

Wages and Benefits

Wages (Union, Non-Union and Union Undetermined)

(Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.)

	Low	High	Median
New hires/no experience	\$ 5.75	\$ 8.00	\$ 6.00
New hires/with experience	\$ 6.50	\$11.00	\$ 8.00
Experienced/3+ yrs. with firm	\$ 8.00	\$14.00	\$11.00

Benefits

	Employer Pays All		Share Cost		Employee Pays All		Not Provided	
	FT	PT	FT	PT	FT	PT	FT	PT
Medical Ins.	31%	0%	31%	6%	0%	0%	31%	31%
Dental Ins.	19%	0%	31%	6%	0%	0%	44%	31%
Vision Ins.	6%	0%	25%	6%	0%	0%	63%	31%
Life Ins.	13%	0%	13%	6%	0%	0%	69%	31%
Sick leave	50%	13%	0%	0%	0%	0%	44%	25%
Vacation	81%	13%	0%	0%	0%	0%	13%	25%
Retire. Plan	13%	0%	38%	6%	0%	0%	44%	31%
Child Care	0%	0%	0%	0%	0%	0%	94%	38%
Other	0%	0%	0%	0%	0%	0%	6%	0%

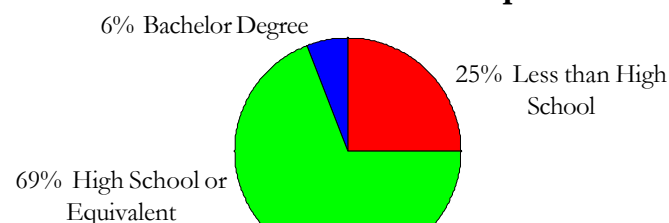
FT = Full-time Employees

PT = Part-time Employees

Percentages are based on the number of employers responding to this question.

Employer Requirements

Minimum Level of Education Required



Percentages are based on the number of employers responding to this question.

Experience and Training

	Yes	No	Preferred but Not Required
Prior Experience Required	38%	31%	31%
Other Experience Accepted	27%	73%	0%
Training as Substitute for Experience	45%	55%	0%
Technical/Vocational Training Required	38%	44%	19%

Available Training

Kern High School District - Career Resource Division

Please see *Related Occupational Training* (page 58) and *Training Providers* (page 62) sections for school information and relevant program titles.

Skills, Licenses and Other Requirements

Although not reported by local employers, important job qualifications noted by employers throughout the state include the following:

Ability to: complete and explain insurance forms; calculate weights and measurements; apply sterilization techniques; measure and calculate using metrics; accurately record and report information; write effectively; follow government regulations and reporting requirements; type at least 30 wpm; lift at least 40 lbs. repeatedly; pay attention to detail; work independently; read and follow instructions; write legibly.

Pharmacy Technicians (continued)

Skills in: public contact; basic math; oral communication.

Knowledge of: chemical compounds.

Other: willingness to work with close supervision.

License/Certificate: Registration with California State Board of Pharmacy.

Employment Trends

■ Supply and Demand

Degree of difficulty responding employers have in finding qualified applicants:

Experienced: *Moderately Difficult*

Inexperienced: *Moderately Difficult*

■ Recruitment Methods

Responding employers reported the following methods as the most successful in recruiting applicants for this occupation.

Method	Percent of Responding Employers
Employee Referrals	75%
Newspaper Ads	56%
School, Program Referrals	56%
Walk-in Applicants	56%

■ **Size of Occupation:** Small (less than 283)

Responding employers reported that workers in this occupation were 9% male and 91% female.

■ Where the Jobs Are

Major Employing Industry:

- Drug Stores and Proprietary Stores

■ Employers' Projections

Responding employers reported employment in this occupation during the last 12 months:

Declined	Remained Stable	Grew
0%	94%	6%

Responding employers projected employment in this occupation over the next 24 months would:

Decline	Remain Stable	Grow
0%	56%	44%

■ **Growth Rate:** Average (16.7%) *(The projected average growth rate for all occupations in Kern County is 16.4% for the period 1995 through 2002.)*

Other Information

■ Hours Worked

Full-time employees in this occupation work an average of 39 hours per week. Part-time employees work an average of 28 hours per week.

■ Promotional Opportunities

Of the employers who responded to this question, *few* (19%) promote employees from this occupation to higher level positions. The titles of these positions include Senior Pharmacy Technician and Supervisor.



Salespersons - Parts

OES Code: 490140

17 Employers Responded

96 Jobs Represented

Alternate Titles: Customer Service Advisor; Parts Front or Back Counterpersons; Parts Counterperson; Parts Clerk; Counter Sales; Partsman; Sales/Retail Assistants; Parts Person; Clerk.

Description

Parts Salespersons sell spare and replaceable parts and equipment from behind a counter in agency, repair shop, or parts store. They determine the make, year, and type of part needed by observing the damaged part or listening to a description of the malfunction. They read a catalogue to find stock number, price, etc., and fill the customer's order from stock. Workers whose primary responsibilities are to receive, store, and issue materials, equipment and other items from the stockroom are not included.

Wages and Benefits

Wages (Union, Non-Union and Union Undetermined)

(Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.)

	Low	High	Median
New hires/no experience	\$ 5.75	\$ 6.25	\$ 6.00
New hires/with experience	\$ 5.75	\$10.00	\$ 7.00
Experienced/3+ yrs. with firm	\$ 5.75	\$12.50	\$ 8.50

Benefits.

	Employer Pays All		Share Cost		Employee Pays All		Not Provided	
	FT	PT	FT	PT	FT	PT	FT	PT
Medical Ins.	53%	0%	35%	0%	12%	6%	0%	24%
Dental Ins.	18%	0%	24%	0%	35%	6%	24%	24%
Vision Ins.	12%	0%	12%	0%	24%	6%	53%	24%
Life Ins.	29%	0%	18%	6%	12%	0%	41%	24%
Sick leave	59%	6%	6%	0%	6%	0%	29%	24%
Vacation	82%	6%	6%	0%	6%	0%	6%	24%
Retire. Plan	12%	0%	41%	6%	12%	0%	35%	24%
Child Care	0%	0%	6%	0%	12%	0%	82%	29%
Other	6%	0%	0%	0%	0%	0%	0%	6%

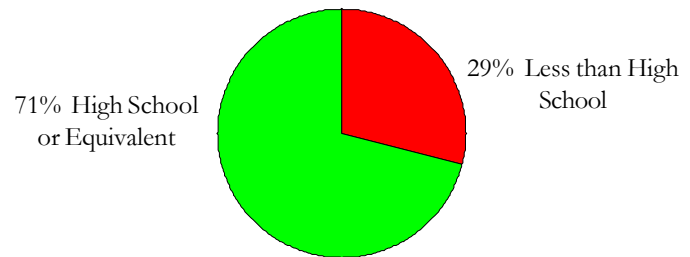
FT = Full-time Employees

PT = Part-time Employees

Percentages are based on the number of employers responding to this question.

Employer Requirements

Minimum Level of Education Required



Percentages are based on the number of employers responding to this question.

Experience and Training

	Yes	No	Preferred but Not Required
Prior Experience Required	47%	12%	41%
Other Experience Accepted	64%	36%	0%
Training as Substitute for Experience	67%	33%	0%
Technical or Vocational Training Required	6%	76%	18%

Percentages are based on the number of employers responding to this question.

Available Training

Our research indicates that formal training is not available locally for this occupation.

Skills, Licenses and Other Requirements

Although not reported by local employers, important job qualifications noted by employers throughout the state include the following:

Ability to: apply sales techniques; operate a cash register; lift at least 50 lbs. repeatedly; work independently; read and follow instructions; write legibly.

Skills in: cash handling; telephone answering; customer service; basic math; oral communication.

Other: understanding of inventory techniques; possession of mechanical aptitude; willingness to work with close supervision.

Salespersons - Parts (continued)

Employment Trends

■ Supply and Demand

Degree of difficulty responding employers have in finding qualified applicants:

Experienced: *Moderately Difficult*

Inexperienced: *Moderately Difficult*

■ Recruitment Methods

Responding employers reported the following methods as the most successful in recruiting applicants for this occupation.

Method	Percent of Responding Employers
Walk-in Applicants	76%
Newspaper Ads	71%
Employee Referrals	65%

■ Size of Occupation: Large (567 - 1,227)

Responding employers reported that workers in this occupation were 84% male and 16% female.

■ Where the Jobs Are

Major Employing Industries:

- Auto and Home Supply Stores
- New and Used Car Dealers

■ Employers' Projections

Responding employers reported employment in this occupation during the last 12 months:

Declined 18%	Remained Stable 71%	Grew 12%
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Responding employers projected employment in this occupation over the next 24 months would:

Decline
6%

Remain Stable
65%

Grow
29%

■ **Growth Rate:** Average (15.2%) *(The projected average growth rate for all occupations in Kern County is 16.4% for the period 1995 through 2002.)*

Other Information

■ Hours Worked

Full-time employees in this occupation work an average of 42 hours per week. Part-time employees work an average of 24 hours per week.

■ Promotional Opportunities

Of the employers who responded to this question, *most* (65%) promote employees from this occupation to higher level positions. The titles of these positions include Assistant Store Manager; Auto Center Manager; Service Writer; Head Parts Person; Assistant Manager; Manager; Parts Department Manager; Parts Assistant Manager; Floor Manager; Service Advisor; Lead Parts; and Salesperson.



Social Workers - Medical and Psychiatric

OES Code: 273020

14 Employers Responded

210 Jobs Represented

Alternate Titles: Substance Abuse Specialist I/II; Therapist; Social Service Coordinator; Counselor; Case Manager; Chemical Dependency Counselor; MSW; Residential Care Counselor; Licensed Clinical Social Worker.

Description

Medical and Psychiatric Social Workers counsel and aid individuals and families with problems that may arise during or following the recovery from physical or mental illness by providing supportive services designed to help the persons understand, accept, and follow medical recommendations. Chemical Dependency Counselors are included.

Wages and Benefits

Wages

(Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.)

Non-Union and Union Undetermined

	Low	High	Median
New hires/no experience	\$11.03	\$20.00	\$15.21
New hires/with experience	\$10.55	\$23.00	\$13.52
Experienced/3+ yrs. with firm	\$13.42	\$26.00	\$16.50

Most (64%) employers in this category responded that they hire applicants with experience.

Union

	Low	High	Median
New hires/no experience	\$13.98	\$16.41	\$15.20
New hires/with experience	\$15.45	\$16.41	\$16.41
Experienced/3+ yrs. with firm	\$16.11	\$20.45	\$19.00

Some (21%) employers reported that employees in this occupation were represented by a union.

Benefits

	Employer Pays All		Share Cost		Employee Pays All		Not Provided	
	FT	PT	FT	PT	FT	PT	FT	PT
Medical Ins.	43%	7%	50%	7%	7%	0%	0%	14%
Dental Ins.	36%	7%	50%	7%	7%	0%	7%	14%
Vision Ins.	43%	7%	29%	7%	7%	0%	21%	14%
Life Ins.	43%	7%	20%	7%	14%	0%	21%	14%
Sick leave	100%	21%	0%	0%	0%	0%	0%	7%
Vacation	100%	21%	0%	0%	0%	0%	0%	7%
Retire. Plan	29%	0%	36%	7%	14%	0%	21%	21%
Child Care	0%	0%	0%	0%	14%	0%	86%	29%
Other	7%	0%	0%	0%	0%	0%	14%	14%

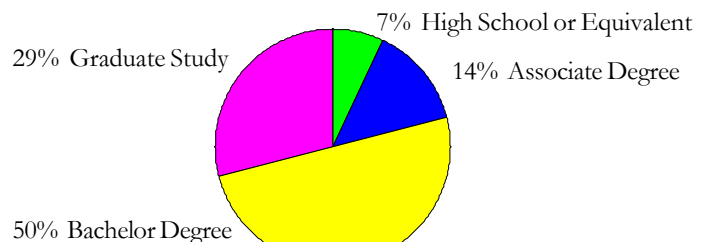
FT = Full-time Employees

PT = Part-time Employees

Percentages are based on the number of employers responding to this question.

Employer Requirements

Minimum Level of Education Required



Percentages are based on the number of employers responding to this question.

Experience and Training

	Yes	No	Preferred but Not Required
Prior Experience Required	57%	21%	21%
Other Experience Accepted	45%	55%	0%
Training as Substitute for Experience	55%	45%	0%
Technical or Vocational Training Required	7%	93%	0%

Percentages are based on the number of employers responding to this question.

Available Training

- Bakersfield College
- California State University, Bakersfield
- Cerro Coso Community College
- Chapman University
- Taft College

Social Workers - Medical and Psychiatric (continued)

Please see *Related Occupational Training* (page 58) and *Training Providers* (page 62) sections for relevant program titles and school information.

■ Skills, Licenses and Other Requirements

Although not reported by local employers, important job qualifications noted by employers throughout the state include the following:

Ability to: treat substance abuse; interview others for information; write effectively; handle crisis situations; apply complex rules and regulations; work independently; read and follow instructions; write legibly.

Skills in: record keeping; psychiatric social work; basic math; oral communication.

Knowledge of: veterans services; protective services for children and adults; family social work.

Other: understanding of court proceedings; possession of a valid driver's license; understanding of a variety of cultures; possession of a clean police record; willingness to work with close supervision.

Employment Trends

■ Supply and Demand

Degree of difficulty responding employers have in finding qualified applicants:

Experienced: *Moderately Difficult*
Inexperienced: *Moderately Difficult*

■ Recruitment Methods

Responding employers reported the following methods as the most successful in recruiting applicants for this occupation.

Method	Percent of Responding Employers
Newspaper Ads	71%
Employee Referrals	50%
Colleges/Universities	43%
Other	43%

■ Size of Occupation: Large (567 - 1,227)

Responding employers reported that workers in this occupation were 40% male and 60% female.

■ Where the Jobs Are

Major Employing Industries:

- General Medical and Surgical Hospitals
- Local Government

■ Employers' Projections

Responding employers reported employment in this occupation during the last 12 months:

Declined 0%	Remained Stable 57%	Grew 43%
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Responding employers projected employment in this occupation over the next 24 months would:

Decline 0%	Remain Stable 21%	Grow 79%
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■ **Growth Rate:** Faster than average (22.1%) (*The projected average growth rate for all occupations in Kern County is 16.4% for the period 1995 through 2002.*)

Other Information

■ Hours Worked

Full-time employees in this occupation work an average of 40 hours per week. Part-time employees work an average of 16 hours per week.

■ Promotional Opportunities

Of the employers who responded to this question, *most* (79%) promote employees from this occupation to higher level positions. The titles of these positions include Chief Psychologist; Executive Director; Program Coordinator; Assistant Director; Service Coordinator Specialist; Program Manager; Supervisor; Director; Assistant Manager; Case Manager; Team Leader; and Licensed Clinical Social Worker.



Stock Clerks - Stockroom, Warehouse, Storage Yard

OES Code: 580230

15 Employers Responded

66 Jobs Represented

Alternate Titles: Administrative Clerk; Receiving Coordinator; Stocker; Parts Shipping/Receiving; Supply Attendant; Warehouse Clerk; Processor.

Description

Stock Clerks - Stockroom, Warehouse, Storage Yard - receive, store, and issue materials, equipment, and other items from stockroom, warehouse, or storage yard, and keep records and compile stock reports. Stockroom Laborers and workers whose primary duties involve shipping, weighing, and checking are not included.

Wages and Benefits

Wages (Union, Non-Union and Union Undetermined)

(Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.)

	Low	High	Median
New hires/no experience	\$ 5.75	\$ 7.67	\$ 6.00
New hires/with experience	\$ 5.75	\$ 9.00	\$ 7.00
Experienced/3+ yrs. with firm	\$ 6.64	\$12.47	\$ 9.00

Benefits

	Employer Pays All		Share Cost		Employee Pays All		Not Provided	
	FT	PT	FT	PT	FT	PT	FT	PT
Medical Ins.	73%	20%	20%	0%	0%	0%	0%	33%
Dental Ins.	60%	13%	13%	0%	7%	0%	13%	40%
Vision Ins.	40%	13%	13%	0%	7%	0%	33%	40%
Life Ins.	60%	13%	13%	0%	0%	0%	20%	40%
Sick leave	80%	13%	7%	0%	0%	0%	7%	40%
Vacation	87%	13%	7%	0%	0%	0%	0%	40%
Retire. Plan	40%	7%	33%	7%	0%	0%	20%	40%
Child Care	0%	0%	0%	0%	0%	0%	93%	53%
Other	0%	0%	0%	0%	0%	0%	0%	0%

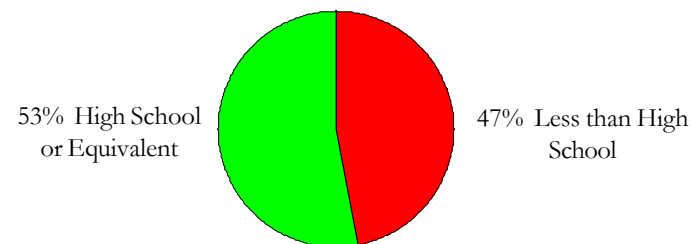
FT = Full-time Employees

PT = Part-time Employees

Percentages are based on the number of employers responding to this question.

Employer Requirements

Minimum Level of Education Required



Percentages are based on the number of employers responding to this question.

Experience and Training

	Yes	No	Preferred but Not Required
Prior Experience Required	7%	53%	40%
Other Experience Accepted	60%	40%	0%
Training as Substitute for Experience	43%	57%	0%
Technical or Vocational Training Required	0%	93%	7%

Percentages are based on the number of employers responding to this question.

Available Training

Our research indicates that no formal training is locally available for this occupation.

Skills, Licenses and Other Requirements

Although not reported by local employers, important job qualifications noted by employers throughout the state include the following:

Ability to: operate a fork lift; stock shelves; lift at least 50 lbs. repeatedly; work independently; follow oral instructions; read and follow instructions; write legibly.

Skills in: record keeping; public contact; labeling; basic math; oral communication.

Other: understanding of inventory techniques; bondable; possession of a valid Class B driver's license; willingness to work with close supervision.

Stock Clerks - Stockroom, Warehouse, Storage Yard (continued)

Employment Trends

■ Supply and Demand

Degree of difficulty responding employers have in finding qualified applicants:

Experienced: *Not Difficult*

Inexperienced: *Not Difficult*

■ Recruitment Methods

Responding employers reported the following methods as the most successful in recruiting applicants for this occupation.

Method	Percent of Responding Employers
Newspaper Ads	73%
Walk-in Applicants	73%
Employee Referrals	53%
In-house Promotion or Transfer	33%

■ Size of Occupation: Very large (1,228 or more)

Responding employers reported that workers in this occupation were 80% male and 20% female.

■ Where the Jobs Are

Major Employing Industries:

- General Warehousing and Storage
- Grocery Stores

■ Employers' Projections

Responding employers reported employment in this occupation during the last 12 months:

Declined 0%	Remained Stable 80%	Grew 20%
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Responding employers projected employment in this occupation over the next 24 months would:

Decline 0%	Remain Stable 73%	Grow 27%
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■ **Growth Rate:** Slower than average (9.2%) *(The projected average growth rate for all occupations in Kern County is 16.4% for the period 1995 through 2002.)*

Other Information

■ Hours Worked

Full-time employees in this occupation work an average of 34 - 40 hours per week. Part-time employees work an average of 26 hours per week.

■ Promotional Opportunities

Of the employers who responded to this question, *many* (40%) promote employees from this occupation to higher level positions. The titles of these positions include Department Manager; Counter Clerk; Manager; Assistant Manager; Front End Manager; Front End Supervisor; and Department Coordinator.



Systems Analysts - Electronic Data Processing

OES Code: 251020

15 Employers Responded

47 Jobs Represented

Alternate Titles: Systems Manager; Systems Coordinator; Systems Analyst Coordinator; Micro-computer Support Technician; District Network Manager; Program Analyst; Integration Specialist; Programmer Analyst I, II, III, IV; Systems Specialist; Senior Systems Engineer.

Description

Systems Analysts - Electronic Data Processing, analyze business, scientific, and technical problems for application to electronic data processing systems. Persons working primarily as engineers, mathematicians, programmers, or scientists are not included.

Wages and Benefits

Wages (Union, Non-Union and Union Undetermined)

(Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.)

	Low	High	Median
New hires/no experience	\$10.00	\$21.69	\$12.71
New hires/with experience	\$11.00	\$22.34	\$14.38
Experienced/3+ yrs. with firm	\$13.36	\$25.65	\$18.22

Benefits

	Employer Pays All		Share Cost		Employee Pays All		Not Provided	
	FT	PT	FT	PT	FT	PT	FT	PT
Medical Ins.	67%	0%	27%	0%	0%	0%	0%	7%
Dental Ins.	67%	0%	13%	0%	13%	0%	0%	7%
Vision Ins.	53%	0%	13%	0%	20%	0%	7%	7%
Life Ins.	67%	0%	13%	0%	0%	0%	13%	7%
Sick leave	87%	0%	7%	0%	0%	0%	0%	7%
Vacation	87%	0%	7%	0%	0%	0%	0%	7%
Retire. Plan	20%	0%	67%	0%	0%	0%	7%	7%
Child Care	7%	0%	0%	0%	7%	0%	80%	7%
Other	13%	0%	0%	0%	0%	0%	0%	0%

FT = Full-time Employees

PT = Part-time Employees

Percentages are based on the number of employers responding to this question.

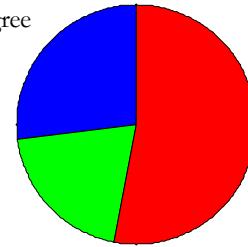
Employer Requirements

Minimum Level of Education Required

27% Bachelor Degree

20% Associate Degree

53% High School or Equivalent



Percentages are based on the number of employers responding to this question.

Experience and Training

	Yes	No	Preferred but Not Required
Prior Experience Required	40%	13%	47%
Other Experience Accepted	31%	69%	0%
Training as Substitute for Experience	85%	15%	0%
Technical or Vocational Training Required	20%	60%	20%

Percentages are based on the number of employers responding to this question.

Available Training

- Bakersfield College
- California State University, Bakersfield
- Cerro Coso Community College
- Chapman University
- New Horizons Computer Learning Center

Please see *Related Occupational Training* (page 58) and *Training Providers* (page 62) sections for relevant program titles and school information.

Skills, Licenses and Other Requirements

Although not reported by local employers, important job qualifications noted by employers throughout the state include the following:

Ability to: prepare flow charts; use COBOL; use C programming language; use database software; use business applications software; use scientific applications software;

Systems Analysts - Electronic Data Processing (continued)

use engineering applications software; set up and maintain multi-user systems; write effectively; work independently; read and follow instructions; write legibly.

Skills in: customer service; oral communication.

Knowledge of: algebra; mainframe hardware and operating systems; microcomputer hardware and operating systems; minicomputer hardware and operating systems; UNIX.

Other: understanding of wide area networks (WAN); understanding of local area networks (LAN); willingness to work with close supervision.

Employment Trends

■ Supply and Demand

Degree of difficulty responding employers have in finding qualified applicants:

Experienced: *Moderately Difficult*
Inexperienced: *Moderately Difficult*

■ Recruitment Methods

Responding employers reported the following methods as the most successful in recruiting applicants for this occupation.

Method	Percent of Responding Employers
Newspaper Ads	87%
In-house Promotion or Transfer	53%
Employee Referrals	47%

■ Size of Occupation: Large (567 - 1,227)

Responding employers reported that workers in this occupation were 81% male and 19% female.

■ Where the Jobs Are

Major Employing Industries:

- Federal Government
- Computer Programming Services

■ Employers' Projections

Responding employers reported employment in this occupation during the last 12 months:

Declined 7%	Remained Stable 73%	Grew 20%
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Responding employers projected employment in this occupation over the next 24 months would:

Decline 0%	Remain Stable 73%	Grow 27%
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■ Growth Rate: Much faster than average (57.1%) *(The projected average growth rate for all occupations in Kern County is 16.4% for the period 1995 through 2002.)*

Other Information

■ Hours Worked

Full-time employees in this occupation work an average of 41 hours per week. Part-time employees work an average of 30 hours per week.

■ Promotional Opportunities

Of the employers who responded to this question, *most* (60%) promote employees from this occupation to higher level positions. The titles of these positions include Director; Business Manager; Accounting Supervisor; Project Manager; Network Administrator; Data Processing Manager; Supervising Analyst; Senior Manager; and Manager



Truck Drivers - Heavy or Tractor Trailer

OES Code: 971020

15 Employers Responded

613 Jobs Represented

Alternate Titles: Driver; Over-the-Road Driver; City Driver; Transport Driver.

Description

Truck Drivers - Heavy or Tractor Trailer, drive tractor-trailer combinations or trucks with a capacity of more than three tons to transport and deliver goods, livestock, or materials in liquid, loose or packaged form. They may be required to unload trucks.

Wages and Benefits

Wages (Union, Non-Union and Union Undetermined)

(Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.)

	Low	High	Median
New hires/no experience	\$12.00	\$12.00	\$12.00
New hires/with experience	\$ 8.50	\$16.00	\$13.00
Experienced/3+ yrs. with firm	\$ 8.50	\$19.32	\$14.50

Almost all (93%) employers responded that they hire applicants with experience.

Benefits

	Employer Pays All		Share Cost		Employee Pays All		Not Provided	
	FT	PT	FT	PT	FT	PT	FT	PT
Medical Ins.	60%	0%	33%	0%	0%	0%	7%	0%
Dental Ins.	53%	0%	27%	0%	7%	0%	13%	0%
Vision Ins.	47%	0%	27%	0%	0%	0%	27%	0%
Life Ins.	60%	0%	20%	0%	0%	0%	20%	0%
Sick leave	47%	0%	7%	0%	0%	0%	47%	0%
Vacation	73%	0%	7%	0%	0%	0%	20%	0%
Retire. Plan	33%	0%	33%	0%	0%	0%	33%	0%
Child Care	7%	0%	7%	0%	0%	0%	87%	0%
Other	7%	0%	7%	0%	7%	0%	7%	0%

FT = Full-time Employees

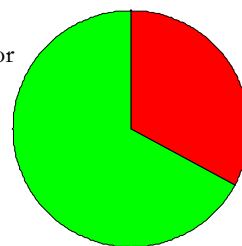
PT = Part-time Employees

Percentages are based on the number of employers responding to this question.

Employer Requirements

Minimum Level of Education Required

67% High School or Equivalent 33% Less than High School



Percentages are based on the number of employers responding to this question.

Experience and Training

	Yes	No	Preferred but Not Required
Prior Experience Required	93%	0%	7%
Other Experience Accepted	14%	86%	0%
Training as Substitute for Experience	33%	67%	0%
Technical or Vocational Training Required	20%	67%	13%

Percentages are based on the number of employers responding to this question.

Available Training

- Nuway Truck Driving School
- Pacific Coast Truck School
- Western Truck School

Please see *Related Occupational Training* (page 58) and *Training Providers* (page 62) sections for relevant program titles and school information.

Skills, Licenses and Other Requirements

Although not reported by local employers, important job qualifications noted by employers throughout the state include the following:

Ability to: operate a fork lift; read invoices; meet ICC requirements; drive trucks long distances; load and unload freight; pass a pre-employment medical examination; lift at

Truck Drivers - Heavy or Tractor Trailer (continued)

least 75 lbs. repeatedly; work independently; read and follow instructions; write legibly.

Skills in: record keeping; automotive maintenance and minor repair; map reading; basic math; oral communication.

Other: possession of a valid Class A driver's license; possession of a valid Class B driver's license; possession of a good DMV driving record; knowledge of local streets.

Employment Trends

■ Supply and Demand

Degree of difficulty responding employers have in finding qualified applicants:

Experienced: *Moderately Difficult*
Inexperienced: *Moderately Difficult*

■ Recruitment Methods

Responding employers reported the following methods as the most successful in recruiting applicants for this occupation.

Method	Percent of Responding Employers
Newspaper Ads	80%
Employee Referrals	80%
Walk-in Applicants	60%

■ Size of Occupation: Very large (1,228 or more)

Responding employers reported that workers in this occupation were 99% male and 1% female.

■ Where the Jobs Are

Major Employing Industries:

- Local Trucking without Storage
- Trucking, except Local
- Petroleum Refining

■ Employers' Projections

Responding employers reported employment in this occupation during the last 12 months:

Declined	Remained Stable	Grew
7%	33%	60%

Responding employers projected employment in this occupation over the next 24 months would:

Decline	Remain Stable	Grow
0%	47%	53%

■ Growth Rate: Average (15.1%) *(The projected average growth rate for all occupations in Kern County is 16.4% for the period 1995 through 2002.)*

Other Information

■ Hours Worked

Full-time employees in this occupation work an average of 48 hours per week.

■ Promotional Opportunities

Of the employers who responded to this question, *almost all* (87%) promote employees from this occupation to higher level positions. The titles of these positions include Dispatcher; Supervisor; Manager; Driver Manager; Load Planner; Office; Warehouse Manager; Operations Clerk; and Retail Manager.



Vehicle Washers and Equipment Cleaners

OES Code: 989050

15 Employers Responded

310 Jobs Represented

Alternate Titles: Car Washer; Detailer or Rent Car Porter; Vehicle Detailer; Detail Person; Auto Washer; Bay Attendant; Porter; Sanitation Worker.

Description

Vehicle Washers and Equipment Cleaners wash or otherwise clean vehicles, machinery, and other equipment using such materials as water, cleaning agents, brushes, cloths, and hoses. Janitors and Building Cleaners are not included.

Wages and Benefits

Wages (Union, Non-Union and Union Undetermined)

(Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.)

	Low	High	Median
New hires/no experience	\$ 5.75	\$ 6.30	\$ 5.75
New hires/with experience	\$ 5.75	\$ 8.00	\$ 6.00
Experienced/3+ yrs. with firm	\$ 6.00	\$ 9.50	\$ 7.00

Benefits

	Employer Pays All		Share Cost		Employee Pays All		Not Provided	
	FT	PT	FT	PT	FT	PT	FT	PT
Medical Ins.	67%	0%	20%	0%	0%	0%	13%	27%
Dental Ins.	27%	0%	13%	0%	27%	0%	33%	27%
Vision Ins.	20%	0%	7%	0%	13%	0%	60%	27%
Life Ins.	40%	0%	13%	0%	7%	0%	40%	27%
Sick leave	53%	0%	0%	0%	0%	0%	47%	27%
Vacation	80%	0%	0%	0%	0%	0%	20%	27%
Retire. Plan	7%	0%	33%	0%	20%	0%	40%	27%
Child Care	7%	0%	7%	0%	13%	0%	73%	27%
Other	0%	0%	7%	0%	0%	0%	7%	7%

FT = Full-time Employees

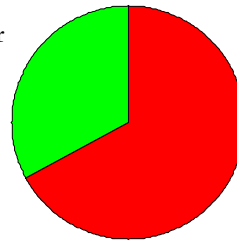
PT = Part-time Employees

Percentages are based on the number of employers responding to this question.

Employer Requirements

Minimum Level of Education Required

33% High School or Equivalent



67% Less than High School

Percentages are based on the number of employers responding to this question.

Experience and Training

	Yes	No	Preferred but Not Required
Prior Experience Required	7%	67%	27%
Other Experience Accepted	40%	60%	0%
Training as Substitute for Experience	100%	0%	0%
Technical or Vocational Training Required	0%	93%	7%

Percentages are based on the number of employers responding to this question.

Available Training

Ruggenberg Career Center

Please see *Related Occupational Training* (page 58) and *Training Providers* (page 62) sections for relevant program titles and school information.

Skills, Licenses and Other Requirements

Although not reported by local employers, important job qualifications noted by employers throughout the state include the following:

Ability to: write legibly; perform basic mathematical computations; read and follow instructions; work independently; detail automobiles; maintain good customer relations; work in awkward positions; do routine, repetitive work; work as part of a team.

Vehicle Washers and Equipment Cleaners (continued)

Skills in: oral communication; sandblasting.

Other: willingness to work with close supervision; good work record; good physical condition; meet employer grooming standards; willingness to work part-time; willingness to work early mornings, weekends; willingness to work nights, weekends, holidays; possess valid driver's license; possess good DMV driving record.

Employment Trends

■ Supply and Demand

Degree of difficulty responding employers have in finding qualified applicants:

Experienced: *Not Difficult*

Inexperienced: *Not Difficult*

■ Recruitment Methods

Responding employers reported the following methods as the most successful in recruiting applicants for this occupation.

Method	Percent of Responding Employers
Employee Referrals	80%
Walk-in Applicants	80%
Newspaper Ads	73%

■ Size of Occupation: Very large (1,228 or more)

Responding employers reported that workers in this occupation were 93% male and 7% female.

■ Where the Jobs Are

Major Employing Industries:

- Car Washes
- New and Used Car Dealers

■ Employers' Projections

Responding employers reported employment in this occupation during the last 12 months:

Declined	Remained Stable	Grew
7%	47%	47%

Responding employers projected employment in this occupation over the next 24 months would:

Decline	Remain Stable	Grow
0%	60%	40%

■ Growth Rate: Average (16.9%) *(The projected average growth rate for all occupations in Kern County is 16.4% for the period 1995 through 2002.)*

Other Information

■ Hours Worked

Full-time employees in this occupation work an average of 44 hours per week. Part-time employees work an average of 26 hours per week.

■ Promotional Opportunities

Of the employers who responded to this question, *most* (67%) promote employees from this occupation to higher level positions. The titles of these positions include Parts Counterperson; Parts Helper; Painter Helper; Driver; Supervisor; Auto Detailer; Bay Leader; Counter Cashier; and Lead Person.



Kern County Occupations Summary

Occupation	Size of Occupation	Projected Growth Rate Compared to average growth rate for all occupations in Kern County	Supply/Demand Degree of difficulty employers have in finding qualified applicants	Median Hourly Wages New hires, no experience New hires, with experience Experienced, 3+ years with firm
Accountants and Auditors	Large	Average	Experienced: Moderate Inexperienced: Very	\$10.50 \$13.30 \$16.02
Automotive Mechanics	Very large	Faster than average	Experienced: Moderate Inexperienced: Moderate	\$ 7.00 \$10.00 \$14.75
Bakers - Bread and Pastry	Medium	Much faster than average	Experienced: Very Inexperienced: Moderate	\$ 5.75 \$ 6.35 \$ 7.62
Computer Aided Drafting (CAD) Technicians	No data available	Remain stable	Experienced: Moderate Inexperienced: Moderate	\$10.00 \$12.00 \$16.00
Counter and Rental Clerks	Large	Faster than average	Experienced: Very Inexperienced: Moderate	\$ 5.75 \$ 6.44 \$ 7.50
First Line Supervisors and Manager/Supervisors - Clerical and Administrative Support Occupations	Very large	Faster than average	Experienced: Moderate Inexperienced: Moderate	\$ 8.25 \$14.38 \$16.78
General Office Clerks	Very large	Slower than average	Experienced: Moderate Inexperienced: Moderate	\$ 7.00 \$ 8.00 \$10.00
Hairdressers, Hairstylists, and Cosmetologists	Small	Faster than average	Experienced: Very Inexperienced: Moderate	\$ 5.78 \$ 6.00 \$ 7.50
Instructional Aides	Very large	Faster than average	Experienced: Moderate Inexperienced: Moderate	\$ 8.12 \$ 8.93 \$ 9.69
Machinists	Medium	Much faster than average	Experienced: Very Inexperienced: Very	\$ 6.63 \$10.75 \$15.25

Kern County Occupations Summary (continued)

Occupation	Size of Occupation	Projected Growth Rate Compared to average growth rate for all occupations in Kern County	Supply/Demand Degree of difficulty employers have in finding qualified applicants	Median Hourly Wages New hires, no experience New hires, with experience Experienced, 3+ years with firm
Medical Records Technicians	Small	Much faster than average	Experienced: None Inexperienced: Moderate	\$ 6.50 \$ 7.50 \$ 8.85
Pharmacy Technicians	Small	Average	Experienced: Moderate Inexperienced: Moderate	\$ 6.00 \$ 8.00 \$11.00
Salespersons - Parts	Large	Average	Experienced: Moderate Inexperienced: Moderate	\$ 6.00 \$ 7.00 \$ 8.50
Social Workers - Medical and Psychiatric	Large	Faster than average	Experienced: Moderate Inexperienced: Moderate	(non-union) (union) \$15.21 \$15.20 \$13.52 \$16.41 \$16.50 \$19.00
Stock Clerks - Stockroom, Warehouse, Storage Yard	Very large	Slower than average	Experienced: None Inexperienced: None	\$ 6.00 \$ 7.00 \$ 9.00
Systems Analysts - Electronic Data Processing	Large	Much faster than average	Experienced: Moderate Inexperienced: Moderate	\$12.71 \$14.38 \$18.22
Truck Drivers - Heavy or Tractor Trailer	Very large	Average	Experienced: Moderate Inexperienced: Moderate	\$12.00 \$13.00 \$14.50
Vehicle Washers and Equipment Cleaners	Very large	Average	Experienced: None Inexperienced: None	\$ 5.75 \$ 6.00 \$ 7.00

Occupational Summaries

Inyo and Mono Counties

- Bookkeeping, Accounting and Auditing Clerks, Including Bookkeepers
- Carpenters
- Cashiers
- Cooks - Specialty Fast Food
- Laborers, Landscaping and Groundskeeping
- Maintenance Repairers - General Utility
- Receptionists and Information Clerks



Bookkeeping, Accounting and Auditing Clerks, Including Bookkeepers

OES Code: 553380

24 Employers Responded

80 Jobs Represented

Alternate Titles: Account Technician I; Accounting Secretary; Office Manager/Bookkeeper; Contract Clerk; Bookkeeping Clerk; Accounts Payable; Full Charge Bookkeeper; Receptionist/Secretary/Manager; Accounts Payable Clerk; Accounts Receivable/Office Assistant; Controller; Payroll Manager; Accountant; General Cashier; Inventory Clerk; Payroll Technician.

Description

Bookkeeping, Accounting, and Auditing Clerks, including Bookkeepers, compute, classify, and record numerical data to keep sets of financial records complete. They perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. They may also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers. Individuals whose primary duty is operating special office machines are not included.

Wages and Benefits

Wages (Union, Non-Union and Union Undetermined)

(Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.)

	Low	High	Median
New hires/no exp.	\$ 5.75	\$ 8.63	\$ 7.00
New hires/with exp.	\$ 6.25	\$15.34	\$10.78
Exp./3+yrs. with firm	\$ 7.50	\$18.00	\$13.25

Benefits

	Employer Pays All		Share Cost		Employee Pays All		Not Provided	
	FT	PT	FT	PT	FT	PT	FT	PT
Medical Ins.	58%	8%	17%	0%	0%	0%	21%	8%
Dental Ins.	25%	0%	13%	0%	0%	0%	58%	17%
Vision Ins.	21%	0%	4%	0%	0%	0%	71%	17%
Life Ins.	38%	4%	8%	0%	0%	0%	50%	13%
Sick leave	67%	4%	4%	0%	0%	0%	25%	13%
Vacation	88%	8%	4%	0%	0%	0%	4%	8%
Retire. Plan	33%	4%	25%	0%	4%	0%	33%	13%
Child Care	0%	0%	0%	0%	0%	0%	96%	17%
Other	8%	0%	0%	4%	0%	0%	0%	0%

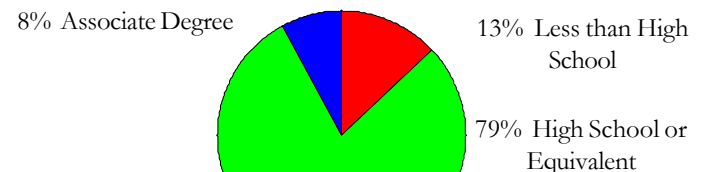
FT = Full-time Employees

PT = Part-time Employees

Percentages are based on the number of employers responding to this question.

Employer Requirements

Minimum Level of Education Required



Percentages are based on the number of employers responding to this question.

Experience and Training

	Yes	No	Preferred but Not Required
Prior Experience Required	67%	4%	29%
Other Experience Accepted	43%	57%	0%
Training as Substitute for Experience	61%	39%	0%
Technical or Vocational Training Required	17%	63%	21%

Percentages are based on the number of employers responding to this question.

Available Training

Our research indicates that formal training is not available locally for this occupation.

Skills, Licenses and Other Requirements

Although not reported by local employers, important job qualifications noted by employers throughout the state include the following:

Ability to: conduct an audit; operate 10-key adding machine by touch; use spreadsheet software; use word processing software; use database software; write effectively; perform routine, repetitive work; pay attention to detail; work independently; read and follow instructions; write legibly.

Skills in: accounting; bookkeeping; payroll processing; telephone answering; public contact; basic math; oral communication.

Bookkeeping, Accounting and Auditing Clerks, Including Bookkeepers (continued)

Other: bondable; willingness to work with close supervision.

Supply and Demand

Degree of difficulty responding employers have in finding qualified applicants:

Experienced: *Moderately Difficult*

Inexperienced: *Moderately Difficult*

Recruitment Methods

Responding employers reported the following methods as the most successful in recruiting applicants for this occupation.

Methods	Percent of Responding Employers
Newspaper Ads	96%
Employee Referrals	75%
Walk-in Applicants	38%

Size of Occupation: Large (37 - 80)

Responding employers reported that workers in this occupation were 13% male and 88% female.

Where the Jobs Are

Major Employing Industries:

- Hotels and Motels
- Accounting, Auditing, Bookkeeping Services

Employers' Projections

Responding employers reported employment in this occupation during the last 12 months:

Declined	Remained Stable	Grew
0%	83%	17%

Responding employers projected employment in this occupation over the next 24 months would:

Decline	Remain Stable	Grow
4%	67%	29%

■ **Growth Rate:** Faster than average (15.2%) *(The projected average growth rate for all occupations in Inyo and Mono Counties is 11.8% for the period 1995 through 2002.)*

Other Information

Hours Worked

Full-time employees in this occupation work an average of 30 - 40 hours per week. Part-time employees work an average of 29 hours per week.

Promotional Opportunities

Of the employers who responded to this question, *many* (50%) promote employees from this occupation to higher level positions. The titles of these positions include Tech I, II, III; Office Manager; Supervisor; General Manager; Accountant; Manager; Corporate Office; Salesperson; CPA; Accounting Supervisor; Enrolled Agent; and Accounting Director.



Carpenters

OES Code: 871020

11 Employers Responded

49 Jobs Represented

Alternate Titles: None reported.

Description

Carpenters perform the carpentry duties necessary to make or repair wooden structures, structural members, and fixtures and equipment using carpentry tools and woodworking machines. Cabinetmakers and Bench Carpenters are not included.

Wages and Benefits

Wages (Union, Non-Union and Union Undetermined)

(Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.)

	Low	High	Median
New hires/no experience	\$ 8.00	\$ 8.00	\$ 8.00
New hires/with experience	\$10.00	\$22.00	\$15.00
Experienced/3+ yrs. with firm	\$14.00	\$25.00	\$20.00

Benefits

	Employer Pays All		Share Cost		Employee Pays All		Not Provided	
	FT	PT	FT	PT	FT	PT	FT	PT
Medical Ins.	0%	0%	9%	0%	0%	0%	91%	0%
Dental Ins.	0%	0%	0%	0%	0%	0%	100%	0%
Vision Ins.	0%	0%	0%	0%	0%	0%	100%	0%
Life Ins.	0%	0%	0%	0%	0%	0%	100%	0%
Sick leave	0%	0%	9%	0%	0%	0%	91%	0%
Vacation	9%	0%	9%	0%	0%	0%	82%	0%
Retire. Plan	0%	0%	9%	0%	0%	0%	91%	0%
Child Care	0%	0%	0%	0%	0%	0%	100%	0%
Other	0%	0%	9%	0%	0%	0%	0%	0%

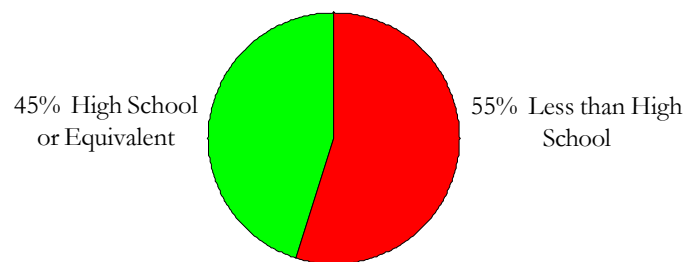
FT = Full-time Employees

PT = Part-time Employees

Percentages are based on the number of employers responding to this question.

Employer Requirements

Minimum Level of Education Required



Percentages are based on the number of employers responding to this question.

Experience and Training

	Yes	No	Preferred but Not Required
Prior Experience Required	91%	0%	9%
Other Experience Accepted	36%	64%	0%
Training as Substitute for Experience	27%	73%	0%
Technical or Vocational Training Required	9%	82%	9%

Percentages are based on the number of employers responding to this question.

Available Training

- Career Development Center
- Inyo County Adult Education
- Inyo County Regional Occupational Program

Please see *Related Occupational Training* (page 58) and *Training Providers* (page 62) sections for relevant program titles and school information.

Skills, Licenses and Other Requirements

Although not reported by local employers, important job qualifications noted by employers throughout the state include the following:

Ability to: read blueprints; use drafting tools; climb to high places; perform strenuous, physically demanding work; lift at least 50 lbs. repeatedly; work independently; read and follow instructions; write legibly.

Carpenters (continued)

Skills in: shop math; cost estimating; finish carpentry; rough carpentry; drywall installation and repair; oral communication.

Other: ability to provide own hand tools; possession of agility and coordination; possession of a reliable vehicle; willingness to work with close supervision; possession of a good DMV driving record.

Employment Trends

Supply and Demand

Degree of difficulty responding employers have in finding qualified applicants:

Experienced: *Very Difficult*

Inexperienced: *Very Difficult*

Recruitment Methods

Responding employers reported the following methods as the most successful in recruiting applicants for this occupation.

Methods	Percent of Responding Employers
Employee Referrals	82%
Walk-in Applicants	73%
Newspaper Ads	73%
Private Employment Agencies	27%

Size of Occupation: Large (37 - 80)

Responding employers reported that workers in this occupation were 100% male and 0% female.

Where the Jobs Are

Major Employing Industries:

- Single Family Housing Construction
- Nonresidential Construction

Employers' Projections

Responding employers reported employment in this occupation during the last 12 months:

Declined	Remained Stable	Grew
0%	73%	27%

Responding employers reported employment in this occupation during the last 24 months:

Decline	Remain Stable	Grow
18%	55%	27%

Growth Rate: Faster than average (14.3%) *(The projected average growth rate for all occupations in Inyo and Mono Counties is 11.8% for the period 1995 through 2002.)*

Other Information

Hours Worked

Full-time employees in this occupation work an average of 40 hours per week.

Promotional Opportunities

Of the employers who responded to this question, *many* (55%) promote employees from this occupation to higher level positions. The titles of these positions include Superintendent and Foreman.



Cashiers

OES Code: 490230

15 Employers Responded

159 Jobs Represented

Alternate Titles: Cashier/Counter Person; Clerk; Sales/Cashier; Station Attendant/Cashier; Checker; and Cashier/Clerk.

Description

Cashiers receive and disburse cash payments, handle credit transactions, make change, issue receipts, and balance the tender drawer in a variety of establishments. Their work usually involves the use of adding machines, cash registers, and change makers.

Wages and Benefits

Wages (Union, Non-Union and Union Undetermined)

(Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.)

	Low	High	Median
New hires/no experience	\$ 5.75	\$ 7.50	\$ 6.00
New hires/with experience	\$ 5.75	\$ 8.00	\$ 7.00
Experienced/3+ yrs. with firm	\$ 6.75	\$11.00	\$ 8.00

Benefits

	Employer Pays All		Share Cost		Employee Pays All		Not Provided	
	FT	PT	FT	PT	FT	PT	FT	PT
Medical Ins.	13%	0%	33%	13%	0%	0%	33%	73%
Dental Ins.	7%	0%	20%	7%	0%	0%	53%	80%
Vision Ins.	0%	0%	7%	0%	0%	0%	73%	87%
Life Ins.	7%	0%	0%	0%	0%	0%	73%	87%
Sick leave	27%	20%	0%	0%	0%	0%	53%	67%
Vacation	47%	27%	0%	0%	0%	0%	33%	60%
Retire. Plan	13%	0%	0%	0%	0%	0%	67%	87%
Child Care	0%	0%	0%	0%	0%	0%	80%	87%
Other	7%	0%	0%	0%	0%	0%	0%	0%

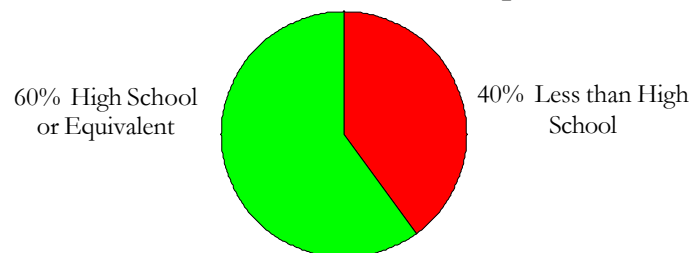
FT = Full-time Employees

PT = Part-time Employees

Percentages are based on the number of employers responding to this question.

Employer Requirements

Minimum Level of Education Required



Percentages are based on the number of employers responding to this question.

Experience and Training

	Yes	No	Preferred but Not Required
Prior Experience Required	7%	47%	47%
Other Experience Accepted	88%	13%	0%
Training as Substitute for Experience	75%	25%	0%
Technical/Vocational Training Required	0%	100%	0%

Percentages are based on the number of employers responding to this question.

Available Training

Our research indicates that formal training is not available locally for this occupation.

Skills, Licenses and Other Requirements

Although not reported by local employers, important job qualifications noted by employers throughout the state include the following:

Ability to: follow check cashing procedures; operate a cash register; stand continuously for 2 or more hours; work independently; work under pressure; read and follow instructions; write legibly.

Skills in: record keeping; cash handling; grocery checking; public contact; basic math; oral communication.

Other: bondable; willingness to work with close supervision.

Cashiers (continued)

Employment Trends

■ Supply and Demand

Degree of difficulty responding employers have in finding qualified applicants:

Experienced: *Very Difficult*
Inexperienced: *Moderately Difficult*

■ Recruitment Methods

Responding employers reported the following methods as the most successful in recruiting applicants for this occupation.

Methods	Percent of Responding Employers
Walk-in Applicants	87%
Employee Referrals	80%
Newspaper Ads	60%

■ Size of Occupation: Very large (81 or more)

Responding employers reported that workers in this occupation were 40% male and 60% female.

■ Where the Jobs Are

Major Employing Industries:

- Grocery Stores
- Eating Places
- Drug Stores and Proprietary Stores

■ Employers' Projections

Responding employers reported employment in this occupation during the last 12 months:

Declined 7%	Remained Stable 73%	Grew 20%
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Responding employers projected employment in this occupation over the next 24 months would:

Decline 7%	Remain Stable 73%	Grow 20%
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■ **Growth Rate:** Slower than average (9.8%) *(The projected average growth rate for all occupations in Inyo and Mono Counties is 11.8% for the period 1995 through 2002.)*

Other Information

■ Hours Worked

Full-time employees in this occupation work an average of 31 to 39 hours per week. Part-time employees work an average of 27 hours per week.

■ Promotional Opportunities

Of the employers who responded to this question, *almost all* (87%) promote employees from this occupation to higher level positions. The titles of these positions include Manager; Department Supervisor; Department Head; Shift Leader; Assistant Manager; Sales Associate; Supervisor; and Key Position.



Cooks - Specialty Fast Food

OES Code: 650320

8 Employers Responded

93 Jobs Represented

Alternate Titles: Cook; Prep Cook; and Food Handler.

Description

Specialty Fast Food Cooks prepare and cook food in a fast food restaurant with a limited menu. The menu and duties of the cooks are limited to one or two basic items, such as hamburgers, chicken, pizza, tacos, or fish and chips. The duties of the cook normally involve operating large volume single purpose cooking equipment. Typically, these cooks work in regional or national fast food chain restaurants.

Wages and Benefits

Wages (Union, Non-Union and Union Undetermined)

(Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.)

	Low	High	Median
New hires/no experience	\$ 5.75	\$ 6.25	\$ 5.75
New hires/with experience	\$ 5.75	\$ 7.00	\$ 6.13
Experienced/3+ yrs. with firm	\$ 6.50	\$ 9.00	\$ 7.38

Benefits

	Employer Pays All		Share Cost		Employee Pays All		Not Provided	
	FT	PT	FT	PT	FT	PT	FT	PT
Medical Ins.	13%	0%	13%	0%	0%	0%	63%	75%
Dental Ins.	0%	0%	13%	0%	0%	0%	75%	75%
Vision Ins.	0%	0%	0%	0%	0%	0%	88%	75%
Life Ins.	0%	0%	0%	0%	0%	0%	88%	75%
Sick leave	0%	0%	0%	0%	0%	0%	88%	75%
Vacation	13%	0%	0%	0%	0%	0%	75%	75%
Retire. Plan	0%	0%	0%	0%	0%	0%	88%	75%
Child Care	0%	0%	0%	0%	0%	0%	88%	75%
Other	0%	0%	13%	0%	0%	0%	0%	0%

FT = Full-time Employees

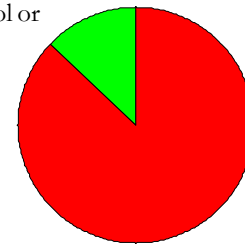
PT = Part-time Employees

Percentages are based on the number of employers responding to this question.

Employer Requirements

Minimum Level of Education Required

13% High School or Equivalent



88% Less than High School

Percentages are based on the number of employers responding to this question.

Experience and Training

	Yes	No	Preferred but Not Required
Prior Experience Required	0%	88%	13%
Other Experience Accepted	100%	0%	0%
Training as Substitute for Experience	0%	0%	0%
Technical/Vocational Training Required	0%	0%	0%

Percentages are based on the number of employers responding to this question.

Available Training

Our research indicates that formal training is not available locally for this occupation.

Skills, Licenses and Other Requirements

Although not reported by local employers, important job qualifications noted by employers throughout the state include the following:

Ability to: operate a cash register; pass a pre-employment medical examination; stand continuously for 2 or more hours; lift at least 30 lbs. repeatedly; work independently; work under pressure; follow oral instructions; read and follow instructions; write legibly.

Skills in: basic math; oral communication; public contact.

Other: willingness to work with close supervision.

Cooks - Specialty Fast Food (continued)

Employment Trends

■ Supply and Demand

Degree of difficulty responding employers have in finding qualified applicants:

Experienced: *Not Difficult*

Inexperienced: *Not Difficult*

■ Recruitment Methods

Responding employers reported the following methods as the most successful in recruiting applicants for this occupation.

Method	Percent of Responding Employers
Employee Referrals	75%
Walk-in Applicants	63%
Newspaper Ads	50%
Other	50%

■ Size of Occupation: Very large (81 or more)

Responding employers reported that workers in this occupation were 55% male and 45% female.

■ Where the Jobs Are

Major Employing Industry:

- Eating Places

■ Employers' Projections

Responding employers reported employment in this occupation during the last 12 months:

Declined 0%	Remained Stable 88%	Grew 13%
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Responding employers projected employment in this occupation over the next 24 months would:

Decline
0%

Remain Stable
63%

Grow
38%

■ **Growth Rate:** Slower than average (9.1%) *(The projected average growth rate for all occupations in Inyo and Mono Counties is 11.8% for the period 1995 through 2002.)*

Other Information

■ Hours Worked

Full-time employees in this occupation work an average of 32 - 38 hours per week. Part-time employees work an average of 25 hours per week.

■ Promotional Opportunities

Of the employers who responded to this question, *all* (100%) promote employees from this occupation to higher level positions. The titles of these positions include Cashier; Head Cook; Lead Cook; Crew Leader; Shift Leader; Driver; and Swing Manager.



Laborers, Landscaping and Groundskeeping

OES Code: 790410

10 Employers Responded

32 Jobs Represented

Alternate Titles: Ground Superintendent; Landscaping Laborer; Landscape Maintenance Worker; Groundskeeper; Landscaper/Groundskeeper; Assistant Manager/Landscaper; Foreman/Laborer.

Description

Laborers, Landscaping and Groundskeepers landscape and/or maintain grounds of property using hand or power tools or equipment. May work in nursery facility or at customer location. Workers typically perform a variety of tasks, which may include any combination of the following: sod laying, mowing, trimming, planting, watering, fertilizing, digging, raking, and sprinkler installation. Workers may help brick and stone masons.

Wages and Benefits

Wages (Union, Non-Union and Union Undetermined)

(Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.)

	Low	High	Median
New hires/no experience	\$ 5.75	\$10.00	\$ 7.75
New hires/with experience	\$ 5.75	\$11.51	\$ 8.25
Experienced/3+ yrs. with firm	\$ 7.50	\$12.08	\$ 9.25

Benefits

	Employer Pays All		Share Cost		Employee Pays All		Not Provided	
	FT	PT	FT	PT	FT	PT	FT	PT
Medical Ins.	10%	0%	40%	0%	0%	0%	40%	10%
Dental Ins.	10%	0%	20%	0%	0%	0%	60%	10%
Vision Ins.	0%	0%	10%	0%	0%	0%	80%	10%
Life Ins.	0%	0%	10%	0%	0%	0%	80%	10%
Sick leave	30%	0%	10%	0%	0%	0%	50%	10%
Vacation	40%	0%	10%	0%	0%	0%	40%	10%
Retire. Plan	10%	0%	10%	0%	0%	0%	70%	10%
Child Care	0%	0%	0%	0%	0%	0%	90%	10%
Other	0%	0%	0%	0%	0%	0%	0%	0%

FT = Full-time Employees

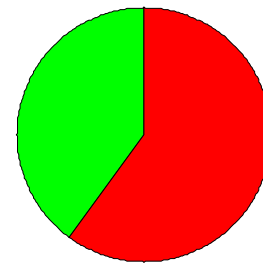
PT = Part-time Employees

Percentages are based on the number of employers responding to this question.

Employer Requirements

Minimum Level of Education Required

40% High School or Equivalent



60% Less than High School

Percentages are based on the number of employers responding to this question.

Experience and Training

	Yes	No	Preferred but Not Required
Prior Experience Required	20%	80%	0%
Other Experience Accepted	50%	50%	0%
Training as Substitute for Experience	100%	0%	0%
Technical/Vocational Training Required	0%	100%	0%

Percentages are based on the number of employers responding to this question.

Available Training

Our research indicates that formal training is not available locally for this occupation.

Skills, Licenses and Other Requirements

Although not reported by local employers, important job qualifications noted by employers throughout the state include the following:

Ability to: operate tractors; lift at least 75 lbs. repeatedly; work independently; read and follow instructions; write legibly.

Skills in: lawn and garden care; pruning; plumbing repair; sprinkler installation; sprinkler repair; public contact; basic math; oral communication.

Knowledge of: horticulture; gardening tools; pesticides and herbicides.

Laborers, Landscaping and Groundskeeping (continued)

Other: possession of a valid driver's license; possession of a reliable vehicle; willingness to work with close supervision.

Employment Trends

■ Supply and Demand

Degree of difficulty responding employers have in finding qualified applicants:

Experienced: *Moderately Difficult*

Inexperienced: *Not Difficult*

■ Recruitment Methods

Responding employers reported the following methods as the most successful in recruiting applicants for this occupation.

Method	Percent of Responding Employers
Walk-in Applicants	90%
Newspaper Ads	80%
Employee Referrals	60%

■ Size of Occupation: Very large (81 or more)

Responding employers reported that workers in this occupation were 97% male and 3% female.

■ Where the Jobs Are

Major Employing Industry:

- Real Estate Agents and Managers

■ Employers' Projections

Responding employers reported employment in this occupation during the last 12 months:

Declined 0%	Remained Stable 100%	Grew 0%
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Responding employers projected employment in this occupation over the next 24 months would:

Decline 0%	Remain Stable 90%	Grow 10%
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■ **Growth Rate:** Much faster than average (22.2%) *(The projected average growth rate for all occupations in Inyo and Mono Counties is 11.8% for the period 1995 through 2002.)*

Other Information

■ Hours Worked

Full-time employees in this occupation work an average of 30 - 40 hours per week. Part-time employees work an average of 20 hours per week.

■ Promotional Opportunities

Of the employers who responded to this question, *some* (20%) promote employees from this occupation to higher level positions. The titles of these positions include Loader Driver; Heavy Equipment Operator; and Foreman.



Maintenance Repairers - General Utility

OES Code: 851320

19 Employers Responded

51 Jobs Represented

Alternate Titles: Maintenance Worker; Building & Maintenance Worker; Repairman; Handyman; Plant Foreman; Custodial Grounds Maintenance; General Maintenance/Utility Maintenance.

Description

Maintenance Repairers perform work involving two or more maintenance skills to keep the machines, mechanical equipment, and/or structure of an establishment in repair. This occupation is generally found in a small establishment where specialization in maintenance work is impractical. Their duties may involve pipefitting, boilermaking, insulating, welding, machining, machine and equipment repairing, carpentry, and electrical work, as well as planning and laying out of work relating to repairs; repairing electrical and/or mechanical equipment; installing, aligning and balancing new equipment; and repairing buildings, floors, or stairs.

Wages and Benefits

Wages

(Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.)

Non-union and Union Undetermined

	Low	High	Median
New hires/no experience	\$ 6.50	\$ 8.00	\$ 7.25
New hires/with experience	\$ 5.75	\$10.00	\$ 7.50
Experienced/3+ yrs. with firm	\$ 6.25	\$15.55	\$ 9.50

Some (32%) employers reported that workers in this occupation also received other compensation.

Union

	Low	High	Median
New hires/no experience	N/A	N/A	N/A
New hires/with experience	\$ 9.89	\$14.08	\$12.82
Experienced/3+ yrs. with firm	\$10.88	\$15.53	\$14.38

Some (32%) employers reported that employees in this occupation were represented by a union.

Benefits

	Employer Pays All		Share Cost		Employee Pays All		Not Provided	
	FT	PT	FT	PT	FT	PT	FT	PT
Medical Ins.	37%	0%	16%	0%	5%	0%	32%	11%
Dental Ins.	42%	0%	5%	0%	0%	0%	42%	11%
Vision Ins.	37%	0%	5%	0%	0%	0%	47%	11%
Life Ins.	47%	0%	0%	0%	0%	0%	42%	11%
Sick leave	42%	0%	5%	0%	0%	0%	42%	11%
Vacation	63%	0%	5%	0%	0%	0%	21%	11%
Retire. Plan	21%	0%	32%	0%	0%	0%	37%	11%
Child Care	0%	0%	0%	0%	0%	0%	89%	11%
Other	5%	5%	0%	0%	0%	0%	0%	0%

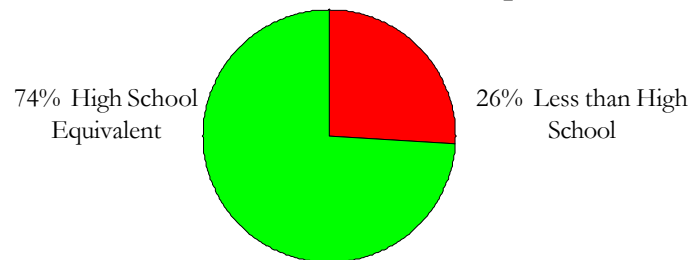
FT = Full-time Employees

PT = Part-time Employees

Percentages are based on the number of employers responding to this question.

Employer Requirements

Minimum Level of Education Required



Percentages are based on the number of employers responding to this question.

Experience and Training

	Yes	No	Preferred but Not Required
Prior Experience Required	68%	16%	16%
Other Experience Accepted	73%	27%	0%
Training as Substitute for Experience	63%	38%	0%
Technical/Vocational Training Required	5%	84%	11%

Percentages are based on the number of employers responding to this question.

Available Training

Our research indicates that formal training is not available locally for this occupation.

Maintenance Repairers - General Utility (continued)

■ Skills, Licenses and Other Requirements

Although not reported by local employers, important job qualifications noted by employers throughout the state include the following:

Ability to: read blueprints; operate power hand tools; repair and install heating and air conditioning systems; do cement work; lift at least 50 lbs. repeatedly; work independently; read and follow instructions; write legibly.

Skills in: swimming pool maintenance; record keeping; arc welding; gas welding; painting; carpentry; electrical repair; plumbing repair; basic math; oral communication.

Other: ability to provide own hand tools; willingness to work with close supervision.

Employment Trends

■ Supply and Demand

Degree of difficulty responding employers have in finding qualified applicants:

Experienced: *Moderately Difficult*

Inexperienced: *Moderately Difficult*

■ Recruitment Methods

Responding employers reported the following methods as the most successful in recruiting applicants for this occupation.

Method	Percent of Responding Employers
Employee Referrals	68%
Newspaper Ads	63%
Walk-in Applicants	42%

■ Size of Occupation: Very large (81 or more)

Responding employers reported that workers in this occupation were 92% male and 8% female.

■ Where the Jobs Are

Major Employing Industries:

- Hotels and Motels
- Elementary and Secondary Schools

■ Employers' Projections

Responding employers reported employment in this occupation during the last 12 months:

Declined 0%	Remained Stable 95%	Grew 5%
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Responding employers projected employment in this occupation over the next 24 months would:

Decline 11%	Remain Stable 84%	Grow 5%
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■ **Growth Rate:** Average (12.5%) *(The projected average growth rate for all occupations in Inyo and Mono Counties is 11.8% for the period 1995 through 2002.)*

Other Information

■ Hours Worked

Full-time employees in this occupation work an average of 30 - 40 hours per week. Part-time employees work an average of 19 hours per week.

■ Promotional Opportunities

Of the employers who responded to this question, *many* (42%) promote employees from this occupation to higher level positions. The titles of these positions include Maintenance Worker II; B & M Worker II or III; Supervisor; Manager; Maintenance Mechanic; Installer Helper; Chief Engineer; and Director of Maintenance, Operations & Transportation.



Receptionists and Information Clerks

OES Code: 553050

18 Employers Responded

48 Jobs Represented

Alternate Titles: Admitting Clerk/Clerk Receptionist; Office Assistant; Visitor Center Host; Office Clerk; Front Office Clerk; Office Manager; Administrative Assistant; Information Clerk; Reservationist; Billing Clerk.

Description

Receptionists and Information Clerks answer inquiries and obtain information for the general public (customers, visitors, and other interested parties) concerning activities conducted at an establishment, such as the location of offices or persons within the firm, departments within the store, or services within the hotel. They may perform a variety of other clerical duties. Receptionists who primarily operate switchboards are not included.

Wages and Benefits

Wages (Union, Non-Union and Union Undetermined)

(Although wages are shown to the nearest cent for ease of comparison, the reader should not interpret this as an indication of precision.)

	Low	High	Median
New hires/no experience	\$ 6.00	\$ 9.00	\$ 7.00
New hires/with experience	\$ 6.25	\$10.10	\$ 8.00
Experienced/3+ yrs. with firm	\$ 7.00	\$12.50	\$10.00

Benefits

	Employer Pays All		Share Cost		Employee Pays All		Not Provided	
	FT	PT	FT	PT	FT	PT	FT	PT
Medical Ins.	39%	0%	11%	6%	0%	0%	33%	33%
Dental Ins.	11%	0%	6%	6%	0%	0%	67%	33%
Vision Ins.	0%	0%	6%	0%	0%	0%	78%	39%
Life Ins.	17%	6%	6%	0%	0%	0%	61%	33%
Sick leave	50%	11%	0%	0%	0%	0%	33%	28%
Vacation	56%	17%	0%	0%	0%	0%	28%	22%
Retire. Plan	17%	6%	22%	0%	0%	6%	44%	28%
Child Care	0%	0%	0%	0%	0%	0%	83%	39%
Other	6%	0%	0%	0%	0%	0%	11%	0%

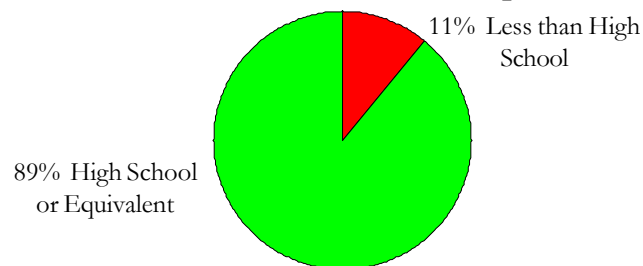
FT = Full-time Employees

PT = Part-time Employees

Percentages are based on the number of employers responding to this question.

Employer Requirements

Minimum Level of Education Required



Percentages are based on the number of employers responding to this question.

Experience and Training

	Yes	No	Preferred but Not Required
Prior Experience Required	28%	22%	50%
Other Experience Accepted	79%	21%	0%
Training as Substitute for Experience	79%	21%	0%
Technical/Vocational Training Required	6%	83%	11%

Percentages are based on the number of employers responding to this question.

Available Training

- Inyo County Regional Occupational Program

Skills, Licenses and Other Requirements

Although not reported by local employers, important job qualifications noted by employers throughout the state include the following:

Ability to: operate a multi-line command phone center; use word processing software; write effectively; type at least 45 wpm; work independently; work under pressure; read and follow instructions; write legibly.

Skills in: alphabetic and numeric filing; bookkeeping; telephone answering; public contact; customer service; basic math; oral communication.

Other: willingness to work with close supervision.

Receptionists and Information Clerks (continued)

Employment Trends

■ Supply and Demand

Degree of difficulty responding employers have in finding qualified applicants:

Experienced: *Moderately Difficult*

Inexperienced: *Moderately Difficult*

■ Recruitment Methods

Responding employers reported the following methods as the most successful in recruiting applicants for this occupation.

Method	Percent of Responding Employers
Newspaper Ads	83%
Employee Referrals	78%
Walk-in Applicants	56%

■ Size of Occupation: Very large (81 or more)

Responding employers reported that workers in this occupation were 4% male and 96% female.

■ Where the Jobs Are

Major Employing Industries:

- Real Estate Agents and Managers
- Offices and Clinics of Medical Doctors

■ Employers' Projections

Responding employers reported employment in this occupation during the last 12 months:

Declined	Remained Stable	Grew
0%	67%	33%

Responding employers projected employment in this occupation over the next 24 months would:

Decline	Remain Stable	Grow
0%	83%	17%

■ **Growth Rate:** Slower than average (10.0%) *(The projected average growth rate for all occupations in Inyo and Mono Counties is 11.8% for the period 1995 through 2002.)*

Other Information

■ Hours Worked

Full-time employees in this occupation work an average of 32 - 39 hours per week. Part-time employees work an average of 24 hours per week.

■ Promotional Opportunities

Of the employers who responded to this question, *most* (67%) promote employees from this occupation to higher level positions. The titles of these positions include Admitting Supervisor; Manager Visitor Services; Assistant Office Manager; Office Manager; Real Estate Agent; Administrative; Program Assistant; Secretary; Bookkeeper; Front Office Manager; Distribution Manager; and Sales Representative.



Inyo and Mono Counties Occupations Summary

Occupation	Size of Occupation	Projected Growth Rate Compared to average growth rate for all occupations in Inyo and Mono Counties	Supply/Demand Degree of difficulty employers have in finding qualified applicants	Median Hourly Wages New hires, no experience New hires, with experience Experienced, 3+ years with firm
Bookkeeping, Accounting, and Auditing Clerks, Including Bookkeepers	Large	Faster than average	Experienced: Moderate Inexperienced: Moderate	\$ 7.00 \$10.78 \$13.25
Carpenters	Large	Faster than average	Experienced: Very Inexperienced: Very	\$ 8.00 \$15.00 \$20.00
Cashiers	Very large	Slower than average	Experienced: Very Inexperienced: Moderate	\$ 6.00 \$ 7.00 \$ 8.00
Cooks - Specialty Fast Food	Very large	Slower than average	Experienced: None Inexperienced: None	\$ 5.75 \$ 6.13 \$ 7.38
Laborers, Landscaping and Groundskeeping	Very large	Much faster than average	Experienced: Moderate Inexperienced: None	\$ 7.75 \$ 8.25 \$ 9.25
Maintenance Repairers - General Utility (non-union)	Very large	Average	Experienced: Moderate Inexperienced: Moderate	(non-union) (union) \$ 7.25 N/A \$ 7.50 \$12.82 \$ 9.50 \$14.38
Receptionists and Information Clerks	Very large	Slower than average	Experienced: Moderate Inexperienced: Moderate	\$ 7.00 \$ 8.00 \$10.00

Training Directory

Kern Inyo and Mono Counties

This section provides basic information about the locally available training programs designed to prepare persons for entry into the occupations summarized in the Kern, Inyo and Mono Counties 1999 - 2000 *Occupational Outlook* report. These programs include certificate and degree programs offered through public secondary schools; adult education; formal apprenticeships; community colleges; private schools, colleges and universities; Regional Occupational Programs; and state universities.

The information in this directory is presented first by occupation, followed by a listing of schools and training providers, their addresses, phone numbers, fax numbers, and e-mail and Internet addresses (if available). More information about these and other programs, schools and training providers is available in the Kern, Inyo and Mono Counties 1998 - 1999 *Vocational Training Directory* published by Employers' Training Resource, and at the California Occupational Information Coordinating Committee website (<http://www.soicc.ca.gov>).

Please note that Employers' Training Resource and LMID/EDD do not endorse or recommend any particular training providers or programs. Additionally, while we have made every effort to ensure that information is accurate and current, this information changes frequently. Readers are encouraged to contact the schools and training providers directly to verify or update information.



Related Occupational Training

Kern County

■ Accountants and Auditors

Bakersfield College
Accounting
Becker CPA Review Course
Certified Public Accountant
California State University, Bakersfield
Accounting
Cerro Coso Community College
Accounting
San Joaquin Valley College, Inc.
Business Administration
Taft College
Accounting

■ Automotive Mechanics

Bakersfield College
Auto Brakes and Wheel Alignment
Auto Engine Overhaul
Auto Mechanics
Auto Tune-up
Automotive Power Trains
Basic Automotive Maintenance and Service
Bakersfield Technical College
General Automotive Mechanic
Automotive Mechanic and Emission Control
Cerro Coso Community College
Automotive Technology
Kern County Regional Occupational Program
Automotive Service
Kern High School District Regional Occupational Center
Auto Technology
North Kern Vocational Training Center
Auto Technology
Sierra Sands Unified School District Adult School
Automotive Repair
Taft College
Automotive Computerized Engine Controls
Automotive Engine Rebuilding
Automotive Electricity, Electronics and Microprocessors
Automotive Technology
Automotive Tuneup, Electronic Diagnosing and Emissions Certification
West Side Regional Occupational Program
Automotive Mechanics

■ Bakers - Bread and Pastry

Bakersfield College
Culinary Arts
Dietetic Services
Sierra Sands Unified School District Adult School
Cook
West Side Regional Occupational Program
Food Preparation and Service

■ Computer Aided Design (CAD) Technicians

Bakersfield College
Architecture Drafting
Architecture/Architectural Drafting
Computer Aided Drafting (CAD)
Cerro Coso Community College
Computer Aided Drafting (CAD)
North Kern Vocational Training Center
Computer Aided Drafting (CAD)
Zoom Graphics and Technical Arts
Computer Aided Drafting (CAD) Level I
Computer Aided Drafting (CAD) Level II

■ Counter and Rental Clerks

Our research indicates that formal training is not available in Kern County for this occupation.

■ First Line Supervisors and Manager/Supervisors - Clerical and Administrative Support Occupations

Bakersfield College
Administrative Office Assistant
Business Administration
Management/Public Administration
Cerro Coso Community College
Business Administration
Business Supervision
San Joaquin Valley College, Inc.
Business Administration
Office Administration
Taft College
Business Administration
General Business

■ General Office Clerks

Bakersfield Adult School
General Office Clerk
Clerical Specialist

Related Occupational Training (continued)

General Office Clerks (continued)

Bakersfield College
General Office
Office Assistant I, II
Bakersfield Technical College
Clerk Typist/Word Processor
Data Entry Operator
California Technical College
Clerk Typist/Word Processor
Data Entry Operator
General Office Clerk
Cerro Coso Community College
Business Office Careers (Clerical)
Delano Adult School
Business Office Training
Kern County Regional Occupational Program
Word Processing
Occupational Typing
Kern High School District - Career Resource Division
Business Services
Kern High School District Regional Occupational Center
Office Occupations
McFarland Learning Center
Entry-level Clerical Occupations
Mexican American Opportunity Foundation
Clerical Training
North Kern Vocational Training Center
Stenographer/Secretary
Receptionist Clerk I and II
Santa Barbara Business College
Administrative Business Systems
Southern Kern Unified School District Adult School
Word Processing/Office Procedures
Taft College
General Business
Office Technology
Secretarial
West Side Regional Occupational Program
Applied Office Skills Lab

■ Hairdressers, Hairstylists and Cosmetologists

Federico Career Colleges of Bakersfield
Cosmetology
Esthetician
Kern County Regional Occupational Program
Cosmetology

Hairdressers, Hairstylists and Cosmetologists (continued)

Kern High School District Regional Occupational Center
Cosmetology
Lyle's Bakersfield College of Beauty, Inc.
Cosmetology
North Kern Vocational Training Center
Cosmetology
West Side Regional Occupational Program
Cosmetology

■ Instructional Aides

Bakersfield College
Child Development and Family Relations
Cerro Coso Community College
Child Development
Kern High School District Regional Occupational Center
Teacher Assistant
Taft College
Early Childhood Education

■ Machinists

Bakersfield College
Automated Production and Manufacturing Processes
Basic Machine Tool Operations - Lathe, Mill
Cerro Coso Community College
Machine Tool Technology

■ Medical Records Technicians

Arvin High School
Health Related Occupations*
California Technical College
Medical Records Technician
Medical Transcriptions
East Bakersfield High School
Health Related Occupations*
Kern County Regional Occupational Program
Health Careers
Medical Office and Hospital Procedures
Kern High School District Regional Occupational Center
Health Occupations
North Kern Vocational Training Center
Health Related Occupations
Medical/Dental Receptionist
Santa Barbara Business College
Medical Office Systems

Related Occupational Training (continued)

Medical Records Technicians (continued)

Sierra Sands Unified School District Adult School
Medical Careers
Stockdale High School
Health Related Occupations*

■ Pharmacy Technicians

Kern High School District - Career Resource Division
Pharmacy Technician

■ Salespersons - Parts

Our research indicates that formal training is not available in Kern County for this occupation.

■ Social Workers - Medical and Psychiatric

Bakersfield College
Human Services
California State University, Bakersfield
Social Work
Sociology
Cerro Coso Community College
Social Sciences
Chapman University
Social Science
Taft College
Social Science

■ Stock Clerks, Stockroom, Warehouse, Storage Yard

Our research indicates that formal training is not available in Kern County for this occupation.

■ Systems Analysts - Electronic Data Processing

Bakersfield College
Computer Information Systems
Computer Science
Computer Studies
California State University, Bakersfield
Computer Science
Management Information Systems
Cerro Coso Community College
Information Systems
Chapman University
Computer Science
Computer Information Systems

Systems Analysts - Electronic Data Processing (continued)

New Horizons Computer Learning Center
Certified Novell Engineering (CNE)
Microsoft Certified Solutions Developer
Microsoft Certified Systems Engineering

■ Truck Drivers - Heavy or Tractor Trailer

Nuway Truck Driving School
Local Truck Driver
Long Haul Truck Driver
Pacific Coast Truck School
Truck Driver
Western Truck School
Tractor/Trailer Operator

■ Vehicle Washers and Equipment Cleaners

Ruggenberg Career Center
Automobile Detailer

**The Health Related Occupations program is offered under the California Partnership Academies Program which is for high school students only.*

Inyo and Mono Counties

■ Bookkeeping, Accounting and Auditing Clerks, Including Bookkeepers

Our research indicates that formal training is not available in Inyo and Mono Counties for this occupation.

■ Carpenters

Career Development Center
Construction Trades
Inyo County Adult Education
Cabinetmaking
Inyo County Regional Occupational Program
Carpentry

■ Cashiers

Our research indicates that formal training is not available in Inyo and Mono Counties for this occupation.

Related Occupational Training (continued)

■ **Cooks - Specialty Fast Food**

Our research indicates that formal training is not available in Inyo and Mono Counties for this occupation.

■ **Laborers, Landscaping and Groundskeeping**

Our research indicates that formal training is not available in Inyo and Mono Counties for this occupation.

■ **Maintenance Repairers - General Utility**

Our research indicates that formal training is not available in Inyo and Mono Counties for this occupation.

■ **Receptionists and Information Clerks**

Inyo County Regional Occupational Program
Office Procedures



Training Providers

■ Arvin High School

900 Varsity Road
Arvin, CA 93203-2421
Phone: (661) 854-5561 Fax: (661) 854-5943
Internet URL: <http://www.khsd.k12.ca.us/schools/arvin/lahs.htm>

*The Health Related Occupations program is offered under the California Partnership Academies Program which is for high school students only.

■ Bakersfield Adult School

501 South Mt. Vernon Avenue
Bakersfield, CA 93307-2859
Phone: (661) 835-1855 Fax: (661) 835-9612
Internet URL: <http://www.khsd.k12.ca.us/schools/bas/index.htm>

■ Bakersfield College

1801 Panorama Drive
Bakersfield, CA 93305-1299
Phone: (661) 395-4011 Fax: (661) 395-4241
Internet URL: <http://www.bc.cc.ca.us>

■ Bakersfield Technical College

186 Quantico Avenue, Suite A
Bakersfield, CA 93307-2839
Phone: (661) 859-2121 Fax: (661) 859-2126
E-Mail: ctcbtc@earthlink.net

■ Becker CPA Review Course

c/o California State University, Bakersfield
9001 Stockdale Highway
Bakersfield, CA 93311-1022
Phone: (888) 738-3827 or (661) 589-8191
Fax: (916) 492-1871
Internet URL: <http://www.beckercpa.com>

■ California State University, Bakersfield

9001 Stockdale Highway
Bakersfield, CA 93311-1022
Phone: (661) 664-2011 Fax: (661) 664-6950
Internet URL: <http://www.csubak.edu>

■ California Technical College

P. O. Box 519
1203 Main Street
Delano, CA 93215-0519
Phone: (661) 725-9552 Fax: (661) 725-9552

■ Career Development Center

P. O. Box 1467
270 North See Vee Lane
Bishop, CA 93514-1467
Phone: (760) 873-5107 Fax: (760) 873-4107

■ Carpenter's Local No. 743

911 20th Street
Bakersfield, CA 93301-2999
Phone: (661) 327-1429 Fax: (661) 322-8577

■ Cerro Coso Community College

3000 College Heights Boulevard
Ridgecrest, CA 93555-9571
Phone: (760) 384-6100 Fax: (760) 375-4776
Internet URL: <http://www.cc.cc.ca.us>

■ Chapman University

140 Methusa Avenue, 95 MSS/DPEE
Edwards Air Force Base, CA 93524-1400
Phone: (661) 285-5251 Fax: (661) 258-5244
Internet URL: <http://www.chapman.edu>
E-Mail: edw@chapman.edu

■ Delano Adult School

1811 Princeton Street
Delano, CA 93215
(661) 725-4000 Fax: (661) 725-5852

■ East Bakersfield High School

2200 Quincy Drive
Bakersfield, CA 93305-4097
Phone: (661) 871-7221 Fax: (661) 872-6980
Internet URL: <http://www.khsd.k12.ca.us/schools/east/ebhshome.htm>

*The Health Related Occupations program is offered under the California Partnership Academies Program which is for high school students only.

Training Providers (continued)

- **Federico Career Colleges of Bakersfield**
4105 Ming Avenue
Bakersfield, CA 93309-4994
Phone: (661) 397-9293 Fax: (661) 397-8613
- **Inyo County Adult Education**
P. O. Box G
Independence, CA 93526-0607
Phone: (760) 878-2426 Fax: (760) 878-2903
E-Mail: jimmeadowcroft@inyo.k12.ca.us
- **Inyo County Regional Occupational Program**
P. O. Box G
Independence, CA 93526-0607
Phone: (760) 878-2426 Fax: (760) 878-2903
E-Mail: jimmeadowcroft@inyo.k12.ca.us
- **Kern County Regional Occupational Program**
15926 "K" Street
Mojave, CA 93501-1713
Phone: (661) 824-9313 Fax: (661) 824-9316
- **Kern High School District - Career Resource Division**
2727 "F" Street
Bakersfield, CA 93301-1817
Phone: (661) 322-7492 Fax: (661) 322-2738
Internet URL: <http://www.khsd.k12.ca.us>
- **Kern High School District Regional Occupational Center**
501 South Mt. Vernon Avenue
Bakersfield, CA 93307-2859
Phone: (661) 831-3327 Fax: (661) 398-8239
Internet URL: <http://www.khsd.k12.ca.us/schools/roc/ROC97.htm>
- **Lyle's Bakersfield College of Beauty, Inc.**
2935 "F" Street
Bakersfield, CA 93301-1819
Phone: (661) 327-9784 Fax: (661) 327-2303
- **McFarland Learning Center**
599 Fifth Street
McFarland, CA 93250-1174
Phone: (661) 792-3178 Fax: (661) 792-6758
- **Mexican American Opportunity Foundation**
2001 28th Street
Bakersfield, CA 93301-1934
Phone: (661) 861-2800 Fax: (661) 336-6861
- **New Horizons Computer Learning Center**
5121 Stockdale Highway, Suite 150
Bakersfield, CA 93309-2665 *and*
1431 Rosamond Boulevard, Suite 14E
Rosamond, CA 93560-7428
Phone: (661) 397-3606 Fax: (661) 395-0682
Internet URL: <http://www.newhorizons.com>
E-Mail: nhleads@nhbakersfield.com
- **North Kern Vocational Training Center**
2150 Seventh Street
Wasco, CA 93280-1563
(661) 758-3045 Fax: (661) 758-5956
- **Nuway Truck Driving School**
490 Belle Terrace
Bakersfield, CA 93307-3654
Phone: (661) 861-0192 Fax: (661) 861-0103
E-Mail: tdsnuway@acninc.com
- **Pacific Coast Truck School**
5800 State Road, Suite 7
Bakersfield, CA 93308-3039
Phone: (661) 392-9283 Fax: (661) 399-5627
- **Proteus, Inc.**
1427 South Lexington, Suite 2
Delano, CA 93215-9700
Phone: (661) 725-0803 Fax: (611) 725-5638
Internet URL: <http://www.proteusinc.org>

Training Providers (continued)

- **Ruggenberg Career Center**
610 Ansol Lane
Bakersfield, CA 93306-6512
Phone: (661) 366-4401 Fax: (661) 363-0828

- **San Joaquin Valley College, Inc.**
201 New Stine Road
Bakersfield, CA 93309-2659
Phone: (661) 834-0126 Fax: (661) 834-1021
Internet URL: <http://www.sjvc.com>

- **Santa Barbara Business College**
211 South Real Road
Bakersfield, CA 93309-2139
Phone: (661) 835-1100 Fax: (661) 835-0242
Internet URL: <http://www.sbbcollege.com>
E-Mail: sbbcbk@aol.com

- **Sierra Sands Unified School District Adult School**
140 West Drummond
Ridgecrest, CA 93555-3118
Phone: (661) 446-5872 Fax: (661) 499-7053

- **Southern Kern Unified School District Adult School**
P. O. Drawer CC
3082 Glendower Street
Rosamond, CA 93560-0640
Phone: (661) 256-5090 Fax: (661) 256-6868

- **Stockdale High School**
2800 Buena Vista Road
Bakersfield, CA 93311-9791
Phone: (661) 665-2800 Fax: (661) 665-0914
Internet URL: <http://www.khsd.k12.ca.us/schools/stockdale>

- **Taft College**
P. O. Box 1437
29 Emmons Park Drive
Taft, CA 93268-1437
Phone: (661) 763-7700 Fax: (661) 763-7705
Internet URL: <http://www.taft.cc.ca.us>

- **West Side Regional Occupational Program**
P. O. Box 1337
515 Ninth Street
Taft, CA 93268-1337
(661) 765-7185 Fax: (661) 765-7187
E-Mail: jimurphy@fc.kern.org

- **Western Truck School**
3550 Fruitvale Avenue
Bakersfield, CA 93308-5106
Phone: (661) 588-4429 Fax: (661) 588-4769

- **Zoom Graphics and Technical Arts**
2920 "F" Street, Suite D9
Bakersfield, CA 93301-1829
Phone: (661) 324-5739 Fax: (661) 324-3043
E-Mail: zoom@lightspeed.net

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Previously Surveyed Occupations

Listed below are occupations that Employers' Training Resource has previously surveyed for Kern, Inyo and Mono Counties under the California Cooperative Occupational Information System (CCOIS) project. The OES Code appears in parentheses after each occupational title, followed by the year(s) in which the occupation was last surveyed. Summaries of these occupations are available through Employers' Training Resource or at the state Employment Development Department website (<http://www.calmis.cabmwnet.gov>).

Kern County

Accountants and Auditors (211140), 1992
Adjustment Clerks (531230), 1996
Aircraft Mechanics (853230), 1991
Automotive Mechanics (853020), 1990, 1995
Automotive Body and Related Repairers (853050), 1992, 1997
Bakers—Bread and Pastry (650210), 1993
Bill and Account Collectors (535080), 1993
Billing, Cost and Rate Clerks (553440), 1996
Bookkeeping, Accounting, and Auditing Clerks, Including Bookkeepers (553380), 1990, 1994, 1998
Burglar and Fire Alarm Installers and Repairers (872020), 1994
Bus Drivers (971080), 1992
Bus Drivers - School (971110), 1993
Bus and Truck Mechanics and Diesel Engine Specialists (853110), 1991, 1998
Butchers and Meat Cutters (650230), 1993
Carpenters (871020), 1992
Cashiers (490230), 1990, 1996
Child Care Workers (680380), 1991, 1997
Combined Food Preparation and Service Workers (650410), 1992
Computer Operators (560110), 1991
Computer Programmer Aides (251080), *1990
Computer Programmers (251050), 1991
Computer Programmers, Including Aides (251051), 1998
Concrete and Terrazzo Finishers (873110), 1996

Cooks - Restaurant (650260), 1993, 1997
Cooks - Short Order (650350), 1994
Correction Officers and Jailers (630170), 1990, 1997
Counter and Rental Clerks (490170), 1993
Counter Attendants (Lunchroom, Coffee Shop or Cafeteria) (650170), 1996
Data Entry Keyers - Except Composing (560170), 1994
Data Processing Equipment Repairers (857050), 1990, 1997
Dental Assistants (660020), 1992, 1998
Dental Hygienists (329080), 1992
Dining Room and Cafeteria Attendants and Bartender Helpers (650140), 1995
Dispatchers - Except Police, Fire, and Ambulance (580050), 1992
Drafters (225140), 1992
Drivers/Sales Workers (971170), 1996
Electrical and Electronic Engineering Technicians and Technologists (225050), 1991
Electrical and Electronic Engineers (221260), 1994
Electricians (872020), 1993, 1998
Farm Equipment Mechanics (853210), 1997
File Clerks (553210), 1994
Financial Managers (130020), 1996
Food Preparation Workers (650380), 1991, 1998
Food Service Managers (150261), 1994
Gardeners, Groundskeepers - Except Farm (790300) 1991, 1996
Gaugers (950170), 1997
General Office Clerks (553470), 1990, 1995
Grader, Dozer, and Scraper Operators (979380), 1991
Graders and Sorters - Agricultural Products (790110), 1991, 1997
Guards and Watch Guards (630470), 1990, 1994, 1998
Hand Packers and Packagers (989020), 1991, 1997
Heating, Air Conditioning, and Refrigeration Mechanics and Installers (859020), 1992, 1997
Home Health Care Workers (660110), 1990, 1997
Hosts, Hostesses - Restaurant, Lounge, or Coffee Shop (650020), 1994
Hotel Desk Clerks (538080), 1994, 1998

Previously Surveyed Occupations (continued)

Kern County (continued)

Housekeeping Supervisors (610080), 1994	(215110), 1997
Inspectors, Testers, and Graders - Precision (830020), 1993	Petroleum Technicians and Technologists (245110), 1991, 1995
Instructional Aides (315211), 1994	Pharmacists (325170), 1996
Instrument Repairers - Precision (859050), 1993	Pharmacy Technicians (325180), 1993
Insurance Claims Clerks (533110), 1994	Physical Therapists (323080), 1993
Janitors and Cleaners - Except Maids and Housekeeping Cleaners (670050), 1992, 1998	Plumbers, Pipefitters, and Steamfitters (875020), 1994
Laborers, Landscaping and Groundskeeping (790410), 1991, 1996	Property and Real Estate Managers and Administrators (150110), 1995
Laundry and Dry Cleaning Machine Operators and Tenders - Except Pressing (927260), 1996	Radiologic Technologists - Diagnostic (329210), 1992
Legal Secretaries (551020), 1992	Receptionists and Information Clerks (553050), 1992, 1997
Licensed Vocational Nurses (325050), 1992	Registered Nurses (325020), 1993, 1998
Loan and Credit Clerks (531210), 1992	Respiratory Care Practitioners (323020), 1993, 1995
Loan Officers and Counselors (211080), 1994	Rotary Drill Operators - Oil and Gas Extraction (879110), 1995
Lodging Managers (150262), 1994	Roustabouts (879210), 1990, 1996
Machinists (891080), 1991, 1995	Sales Agents and Placers - Insurance (430020), 1991
Maids and Housekeeping Cleaners (670020), 1991, 1998	Sales Representatives, Non-Specific (490080), 1995
Maintenance Repairers - General Utility (851320), 1990, 1995	Salespersons - Parts (490140), 1991
Marketing, Advertising, and Public Relations Managers (130110), 1995	Salespersons - Retail (Except Vehicle Sales) (490112), 1998
Medical Assistants (660050), 1991, 1996	Secretaries, Except Legal and Medical (551080), 1991, 1998
Medical Records Technicians (329110), 1993	Service Unit Operators (879170), 1990
Medical Secretaries (551050), 1992, 1997	Sheet Metal Workers (891320), 1996
Network Control Technicians (031262995), 1998	Social Workers - Except Medical and Psychiatric (273050), 1996
Nurse Aides (660080), 1990, 1995	Stock Clerks - Stockroom, Warehouse, Storage Yard (580230), 1990, 1995
Nursery Workers (790050), 1992	Stock Clerks - Sales Floor (490210), 1992
Office Machine and Cash Register Servicers (859260), 1992	Systems Analysts - Electronic Data Processing (251020), 1993
Operating Engineers (979560), 1998	Teacher Aides - Paraprofessional (315210) 1990, 1994
Packaging and Filling Machine Operators and Tenders (929740), 1990	Teachers and Instructors - Vocational Education and Training (313140), 1993
Painters, Paperhangers—Construction and Maintenance (874020), 1994	Teachers - Elementary School (313050), 1997
Paralegal Personnel (283050), 1994	Teachers - Secondary School (313080), 1998
Pest Controllers and Pest Control Assistants (670080), 1993	Teachers - Special Education (313110), 1996
Personnel, Training, and Labor Relations Specialist	Telephone and Cable TV Line Installers and Repairers (857020), 1997

Previously Surveyed Occupations (continued)

Tellers (531020), 1991
 Tire Repairers and Changers (859530), 1996
 Traffic, Shipping, and Receiving Clerks (580280),
 *1990, 1993, 1997
 Travel Agents (430210), 1995
 Truck Drivers, Light - Include Delivery and Route
 Workers (971050), 1993, 1998
 Truck Drivers - Heavy or Tractor Trailer (971020),
 1990, 1994
 Typists, Including Word Processing (553070), *1995
 Veterinary Assistants (798060), 1995
 Waiters and Waitresses (650080), 1991, 1998
 Welders and Cutters (939140), 1991, 1997

*limited survey

Inyo and Mono Counties

Amusement and Recreation Attendants (680140),
 1994
 Automotive Mechanics (853020), 1992, 1997
 Bookkeeping, Accounting, and Auditing Clerks,
 Including Bookkeepers (553380), 1990
 Carpenters (871020), 1990, 1995
 Cashiers (490230), 1992, 1995
 Child Care Workers (680380), 1993
 Combined Food Preparation and Service Workers
 (650410), 1996
 Cooks - Restaurant (650260), 1990
 Cooks - Specialty Fast Food (650320), 1994
 Dining Room and Cafeteria Attendants and
 Bartender Helpers (650140), 1994
 First Line Supervisors and Manager/Supervisors -
 Clerical and Administrative Support Occupations
 (510020), 1996
 Food Preparation Workers (650380), 1991
 Forest and Conservation Workers (790020), 1993
 Gardeners, Groundskeepers - Except Farm
 (790300), 1992
 General Office Clerks (553470), 1991, 1997
 Hosts, Hostesses - Restaurant, Lounge or Coffee
 Shop (650020), 1997
 Hotel Desk Clerks (538080), 1990

Instructors and Coaches - Sports and Physical
 Training (313210), 1994
 Janitors and Cleaners - Except Maids and
 Housekeeping Cleaners (670050), 1992
 Laborers, Landscaping and Groundskeeping
 (790410), 1992
 Lodging Managers (150262), 1997
 Maids and Housekeeping Cleaners (670020), 1991,
 1997
 Maintenance Repairers - General Utility (851320),
 1992, 1994
 Nurse Aides (660080), 1990, 1993
 Painters, Paperhangers - Construction and
 Maintenance (874020), 1995
 Receptionists and Information Clerks (553050),
 1992, 1995
 Registered Nurses (325020), 1993
 Salespersons - Parts (490140), 1996
 Salespersons - Retail (Except Vehicle Sales)
 (490112), 1991, 1995
 Secretaries, Except Legal and Medical (551080),
 1991, 1996
 Service Station Attendants (978050), 1993
 Stock Clerks - Sales Floor (490210), 1993, 1997
 Teachers - Kindergarten (313022), 1994
 Teachers - Preschool (313030), 1994
 Tellers (531020), 1995
 Truck Drivers - Heavy or Tractor Trailer (971020),
 1992
 Truck Drivers, Light - Include Delivery and Route
 Workers (971050), 1990, 1997
 Typists, Including Word Processing (553070), 1996
 Waiters and Waitresses (650080), 1991



Employers' Training Resource - LMI
2001 28th Street Phone (661) 336-6978
Bakersfield, CA 93301 Fax (661) 336-6858

ALL RESPONSES ARE KEPT STRICTLY CONFIDENTIAL

Whom should we contact with any further questions?

Name: _____

Position: _____

Phone: _____ Fax: _____

Occupation:			
Does your firm employ any individual performing the duties in the occupation described above? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If yes, please complete this survey for the occupation described. If no, please return this questionnaire to the above address.			
If your firm has multiple locations, please confine your answers to locations in your county .			
1. What job title(s) does your firm use for these duties ?	Job Title(s):		005
2. a. How many employees does your firm currently have in this occupation ?			Number of Employees: 010
b. In this occupation , how many are:		Number of Males: 060	Number of Females: 061
c. In this occupation , how many current employees are there; and on average, how many weekly hours do they work:?			
Regular, Full Time:	Number of Employees: 590	Average Weekly Hours Worked: 591	
Regular, Part Time:	Number of Employees: 650	Average Weekly Hours Worked: 651	
Temporary/On Call:	Number of Employees: 630	Average Weekly Hours Worked: 631	
Seasonal:	Number of Employees: 610	Average Weekly Hours Worked: 611	
3. In your firm, what shifts are available for this occupation ? (check all that apply)		<input type="checkbox"/> Day 684 <input type="checkbox"/> Swing 685 <input type="checkbox"/> Graveyard 686 <input type="checkbox"/> Other: 687 Please specify _____ 688	
4. Has your firm hired in this occupation within the last 12 months? <input type="checkbox"/> Yes 021.1 <input type="checkbox"/> No 021.2 (Specify number)			
If yes, how many were hired to fill: vacancies resulting from promotions within your firm?			031
vacancies resulting from people in permanent positions leaving your firm?			032
new permanent positions resulting from growth?			030
temporary, on call, or seasonal positions?			033
5. a. During the last 12 months, did your firm's employment in this occupation : (Check one)		<input type="checkbox"/> Decline 480.3 <input type="checkbox"/> Remain Stable 480.2 <input type="checkbox"/> Grow 480.1	
b. Over the next 24 months, do you expect your firm's employment in this occupation to: (Check one)		<input type="checkbox"/> Decline 740.3 <input type="checkbox"/> Remain Stable 740.2 <input type="checkbox"/> Grow 740.1	
6. When you hire applicants for this occupation , is prior experience in this occupation required? If yes or preferred , how much experience in this occupation is required/preferred? Is experience in other occupations accepted?		<input type="checkbox"/> Yes 390.1 <input type="checkbox"/> No 390.4 <input type="checkbox"/> Not required, but preferred 390.5 _____ (months) 410 <input type="checkbox"/> Yes 411 <input type="checkbox"/> No 412 Please specify below. Occupation: _____ 414 _____ 416 (months)	
7. If prior experience is required when you hire applicants for this occupation , please indicate how difficult it is for your firm to find fully qualified applicants. (Circle one)			
Not Difficult 1 721.1 2 721.2 3 721.3 4 721.4 Difficult			
8. If prior experience is <u>not</u> required when you hire applicants for this occupation , please indicate how difficult it is for your firm to find fully qualified applicants. (Circle one)			
Not Difficult 1 731.1 2 731.2 3 731.3 4 731.4 Difficult			

9. Does your firm accept training as a substitute for experience in this occupation ? If yes, how many months of training can generally be substituted?		<input type="checkbox"/> Yes 391.1 <input type="checkbox"/> No 391.4 _____ (months) 391.5																																																																																																				
10. Is technical or vocational training required prior to employment in this occupation ? If yes or preferred, what kind of training is required ?		<input type="checkbox"/> Yes 392.1 <input type="checkbox"/> No 392.4 <input type="checkbox"/> Not required, but preferred 392.5 _____ 153 _____ (months) 156																																																																																																				
11. What is the minimum level of education your firm requires when hiring an applicant in this occupation ? (Check one).																																																																																																						
<input type="checkbox"/> Less than high school diploma 140 <input type="checkbox"/> High school diploma or equivalent 141 <input type="checkbox"/> Associate Degree (2 year) 142 <input type="checkbox"/> Bachelor Degree (4 year) 144 <input type="checkbox"/> Graduate Study 158																																																																																																						
12. What is the usual income earned by your firm's employees in this occupation at the following levels of skills and experience?		For other compensation, please indicate the average overall earnings and type(s) of compensation.																																																																																																				
• New hires, no experience (trained or untrained): • New hires who are experienced: • Experienced employees after 3 years: (Please check one)	<u>Base Wage or Salary</u> \$ _____ 550 \$ _____ 551 \$ _____ 552 <input type="checkbox"/> Hour 556H <input type="checkbox"/> Week 556W <input type="checkbox"/> Month 556M <input type="checkbox"/> Year 556A	<u>Other Compensation</u> \$ _____ 553 \$ _____ 554 \$ _____ 555 <input type="checkbox"/> Hour 556H <input type="checkbox"/> Week 556W <input type="checkbox"/> Month 556M <input type="checkbox"/> Year 556A	<u>Type of Compensation</u> <input type="checkbox"/> Commission 560 <input type="checkbox"/> Tips 561 <input type="checkbox"/> Bonus 562 <input type="checkbox"/> Piece Rate 563 <input type="checkbox"/> Other 564 Specify _____ 565																																																																																																			
13. Are the wages for employees in this occupation subject to a collective bargaining or union agreement? If yes, what is the name of the union or local number?		<input type="checkbox"/> Yes 300.1 <input type="checkbox"/> No 300.2 _____ 301																																																																																																				
14. Please check which benefits your firm offers full-time (FT) and part-time (PT) employees in this occupation and which best describes who pays for them:																																																																																																						
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th colspan="2"><u>Employer Pays All</u></th> <th colspan="2"><u>Share Cost</u></th> <th colspan="2"><u>Employee Pays All</u></th> <th colspan="2"><u>Not Provided</u></th> </tr> <tr> <th></th> <th>FT</th> <th>PT</th> <th>FT</th> <th>PT</th> <th>FT</th> <th>PT</th> <th>FT</th> <th>PT</th> </tr> </thead> <tbody> <tr> <td>Medical Insurance</td> <td><input type="checkbox"/> 573</td> <td><input type="checkbox"/> 583</td> <td><input type="checkbox"/> 903</td> <td><input type="checkbox"/> 913</td> <td><input type="checkbox"/> 923</td> <td><input type="checkbox"/> 933</td> <td><input type="checkbox"/> 943</td> <td><input type="checkbox"/> 953</td> </tr> <tr> <td>Dental Insurance</td> <td><input type="checkbox"/> 574</td> <td><input type="checkbox"/> 584</td> <td><input type="checkbox"/> 904</td> <td><input type="checkbox"/> 914</td> <td><input type="checkbox"/> 924</td> <td><input type="checkbox"/> 934</td> <td><input type="checkbox"/> 944</td> <td><input type="checkbox"/> 954</td> </tr> <tr> <td>Vision Insurance</td> <td><input type="checkbox"/> 575</td> <td><input type="checkbox"/> 585</td> <td><input type="checkbox"/> 905</td> <td><input type="checkbox"/> 915</td> <td><input type="checkbox"/> 925</td> <td><input type="checkbox"/> 935</td> <td><input type="checkbox"/> 945</td> <td><input type="checkbox"/> 955</td> </tr> <tr> <td>Life Insurance</td> <td><input type="checkbox"/> 576</td> <td><input type="checkbox"/> 586</td> <td><input type="checkbox"/> 906</td> <td><input type="checkbox"/> 916</td> <td><input type="checkbox"/> 926</td> <td><input type="checkbox"/> 936</td> <td><input type="checkbox"/> 946</td> <td><input type="checkbox"/> 956</td> </tr> <tr> <td>Sick Leave</td> <td><input type="checkbox"/> 571</td> <td><input type="checkbox"/> 581</td> <td><input type="checkbox"/> 901</td> <td><input type="checkbox"/> 911</td> <td><input type="checkbox"/> 921</td> <td><input type="checkbox"/> 931</td> <td><input type="checkbox"/> 941</td> <td><input type="checkbox"/> 951</td> </tr> <tr> <td>Vacation</td> <td><input type="checkbox"/> 570</td> <td><input type="checkbox"/> 580</td> <td><input type="checkbox"/> 900</td> <td><input type="checkbox"/> 910</td> <td><input type="checkbox"/> 920</td> <td><input type="checkbox"/> 930</td> <td><input type="checkbox"/> 940</td> <td><input type="checkbox"/> 950</td> </tr> <tr> <td>Retirement Plan</td> <td><input type="checkbox"/> 572</td> <td><input type="checkbox"/> 582</td> <td><input type="checkbox"/> 902</td> <td><input type="checkbox"/> 912</td> <td><input type="checkbox"/> 922</td> <td><input type="checkbox"/> 932</td> <td><input type="checkbox"/> 942</td> <td><input type="checkbox"/> 952</td> </tr> <tr> <td>Child Care</td> <td><input type="checkbox"/> 577</td> <td><input type="checkbox"/> 587</td> <td><input type="checkbox"/> 907</td> <td><input type="checkbox"/> 917</td> <td><input type="checkbox"/> 927</td> <td><input type="checkbox"/> 937</td> <td><input type="checkbox"/> 947</td> <td><input type="checkbox"/> 957</td> </tr> <tr> <td>Other (Please Specify): _____</td> <td><input type="checkbox"/> 578</td> <td><input type="checkbox"/> 588</td> <td><input type="checkbox"/> 908</td> <td><input type="checkbox"/> 918</td> <td><input type="checkbox"/> 928</td> <td><input type="checkbox"/> 938</td> <td><input type="checkbox"/> 948</td> <td><input type="checkbox"/> 958</td> </tr> </tbody> </table>		<u>Employer Pays All</u>		<u>Share Cost</u>		<u>Employee Pays All</u>		<u>Not Provided</u>			FT	PT	FT	PT	FT	PT	FT	PT	Medical Insurance	<input type="checkbox"/> 573	<input type="checkbox"/> 583	<input type="checkbox"/> 903	<input type="checkbox"/> 913	<input type="checkbox"/> 923	<input type="checkbox"/> 933	<input type="checkbox"/> 943	<input type="checkbox"/> 953	Dental Insurance	<input type="checkbox"/> 574	<input type="checkbox"/> 584	<input type="checkbox"/> 904	<input type="checkbox"/> 914	<input 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920	<input type="checkbox"/> 930	<input type="checkbox"/> 940	<input type="checkbox"/> 950	Retirement Plan	<input type="checkbox"/> 572	<input type="checkbox"/> 582	<input type="checkbox"/> 902	<input type="checkbox"/> 912	<input type="checkbox"/> 922	<input type="checkbox"/> 932	<input type="checkbox"/> 942	<input type="checkbox"/> 952	Child Care	<input type="checkbox"/> 577	<input type="checkbox"/> 587	<input type="checkbox"/> 907	<input type="checkbox"/> 917	<input type="checkbox"/> 927	<input type="checkbox"/> 937	<input type="checkbox"/> 947	<input type="checkbox"/> 957	Other (Please Specify): _____	<input type="checkbox"/> 578	<input type="checkbox"/> 588	<input type="checkbox"/> 908	<input type="checkbox"/> 918	<input type="checkbox"/> 928	<input type="checkbox"/> 938	<input type="checkbox"/> 948	<input type="checkbox"/> 958			
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15. a. Does your firm ever promote employees in this occupation to higher level positions?		<input type="checkbox"/> Yes 514.1 <input type="checkbox"/> No 514.2 _____ 510 _____ 511																																																																																																				
If yes, what are the titles of the positions to which they may be promoted?																																																																																																						
b. What skills are important for career advancement?		_____ 515 _____ 516 _____ 517																																																																																																				
16. What computer software skills, if any, does your firm seek in applicants for this occupation ? (Please check all that apply)																																																																																																						
Specify software names: <input type="checkbox"/> None 055 <input type="checkbox"/> Word Processing 050 <input type="checkbox"/> Spreadsheet 051 <input type="checkbox"/> Database 052 <input type="checkbox"/> Desktop Publishing 053 <input type="checkbox"/> Other: _____ 054 _____																																																																																																						
17. What other new skills are needed to perform the duties of this occupation?																																																																																																						
_____ 460 _____ 461																																																																																																						
18. When your firm hires employees for this occupation , which are the top three most successful recruitment methods?																																																																																																						
<table border="0" style="width: 100%;"> <tr> <td><input type="checkbox"/> In-house promotions or transfers 370</td> <td><input type="checkbox"/> Newspaper ads 372</td> <td><input type="checkbox"/> Internet 383</td> </tr> <tr> <td><input type="checkbox"/> EDD 374</td> <td><input type="checkbox"/> Walk-in applicants 379</td> <td><input type="checkbox"/> Colleges/Universities 384</td> </tr> <tr> <td><input type="checkbox"/> School/program referrals 376</td> <td><input type="checkbox"/> Union hall referrals 378</td> <td><input type="checkbox"/> Employee referrals 371</td> </tr> <tr> <td><input type="checkbox"/> Private employment agencies 373</td> <td><input type="checkbox"/> Trade journals 381</td> <td><input type="checkbox"/> Other (Please specify): 380</td> </tr> </table>				<input type="checkbox"/> In-house promotions or transfers 370	<input type="checkbox"/> Newspaper ads 372	<input type="checkbox"/> Internet 383	<input type="checkbox"/> EDD 374	<input type="checkbox"/> Walk-in applicants 379	<input type="checkbox"/> Colleges/Universities 384	<input type="checkbox"/> School/program referrals 376	<input type="checkbox"/> Union hall referrals 378	<input type="checkbox"/> Employee referrals 371	<input type="checkbox"/> Private employment agencies 373	<input type="checkbox"/> Trade journals 381	<input type="checkbox"/> Other (Please specify): 380																																																																																							
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19. Are you aware of any new, changing, or emerging occupations in your industry? Please specify:		<input type="checkbox"/> Yes 393.1 <input type="checkbox"/> No 393.2 _____ 393.3																																																																																																				
Would you like to receive a complimentary copy of the survey results for this occupation?		<input type="checkbox"/> Yes 382.1 <input type="checkbox"/> No 382.2																																																																																																				

THANK YOU FOR YOUR COOPERATION!

About Kern, Inyo and Mono Counties

Kern County

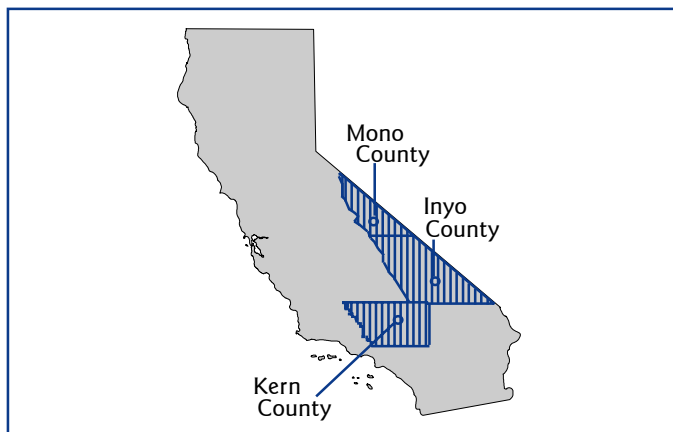
Land Area (acres):	5,210,630
Total Population, January 1999:	648,400
Education, persons 25 years and older, 1990:	319,209
Percent high school graduates	67.6%
Percent college graduates	13.3%
Per Capita Income, 1996:	\$17,810

Labor Force and Industry Employment, September 1999:

	Number of Employees*
Total, All Industries:	245,300
Farm	55,500
Government	49,300
Services (business, health, engineering & management, other)	48,700
Retail Trade (general merchandise, food stores, eating & drinking places, other)	35,600
Transportation and Public Utilities	11,100
Construction	10,900
Manufacturing	10,100
Mining	8,500
Wholesale Trade	8,100
Finance, Insurance and Real Estate	7,500

Inyo County

Land Area (acres):	6,522,930
Total Population, January 1999:	18,250
Education, persons 25 years and older, 1990:	12,901
Percent high school graduates	81.7%
Percent college graduates	13.5%
Per Capita Income, 1996:	\$21,382



Inyo County (continued)

Labor Force and Industry Employment, September 1999:

	Number of Employees*
Total, All Industries:	7,750
Government	2,590
Services (business, health, engineering & management, other)	1,920
Retail Trade (general merchandise, food stores, eating & drinking places, other)	1,880
Wholesale Trade	310
Transportation and Public Utilities	280
Construction & Mining	370
Manufacturing	190
Finance, Insurance & Real Estate	160
Farm	50

Mono County

Land Area (acres):	1,948,470
Total Population, January 1999:	10,800
Education, persons 25 years and older, 1990:	6,583
Percent high school graduates	87.8%
Percent college graduates	21.9%
Per Capita Income, 1996:	\$20,682

About Kern, Inyo and Mono Counties (continued)

Mono County (continued)

Labor Force and Industry Employment, September 1999:

	Number of Employees*
Total, All Industries:	5,390
Retail Trade (general merchandise, food stores, eating & drinking places, other)	1,670
Services (business, health, engineering & management, other)	1,310
Government	1,300
Construction and Mining	510
Finance, Insurance & Real Estate	400
Transportation and Public Utilities	100
Wholesale Trade	40
Manufacturing	40
Farm	20

*Industry employment is by place of work; excludes self-employed individuals, unpaid family workers, household domestic workers, and workers on strike.

Sources: California Department of Finance; California Employment Development Department; U. S. Census Bureau, 1990 Census

Employers' Training Resource

Locations to serve you:

Bakersfield

Westchester Office
2001 28th Street
Bakersfield, CA 93301
(661) 336-6843 or (800) 334-5670

North Chester Career Services Center
2525 North Chester Avenue, Suite B
Bakersfield, CA 93308
(661) 838-1600

South Union Career Services Center
1400 South Union Avenue
Bakersfield, CA 93307
(661) 868-8700

Stockdale Career Services Center
5121 Stockdale Highway
Bakersfield, CA 93309
(661) 398-9675

Vida Scott Career Services Center
1101 East Belle Terrace
Bakersfield, CA 93307
(661) 398-9114

Bishop

c/o Employment Development Department
873 North Main Street
Bishop, CA 93514
(760) 872-0924 or 873-7185

Bridgeport

c/o Mono County Department of Social Services
85 Emigrant Street
Bridgeport, CA 93517
(760) 932-5270

Delano

Career Services Center
800 11th Avenue
Delano, CA 93215
(661) 721-3415

Lake Isabella

Career Services Center
5640 Lake Isabella Boulevard, Suite A-4
Lake Isabella, CA 93240
(760) 379-4022

Lamont

Career Services Center
10215 Stobaugh Street
Lamont, CA 93241
(661) 336-6800

Mammoth Lakes

c/o Mono County Department of Social Services
Sierra Center Mall
Mammoth Lakes, CA 93546
(760) 934-3511

Mojave

Career Services Center
2340 Highway 58
Mojave, CA 93501
(661) 824-7510

Ridgecrest

Career Services Center
540 Perdew Avenue, Suite C
Ridgecrest, CA 93555
(760) 446-7401

Shafter

Career Services Center
113 North Central Valley Highway
Shafter, CA 93263
(661) 746-8400

Taft

Career Services Center
c/o Taft College
Vocational Technology, Building 1, Room 1
29 Emmons Park Drive
Taft, CA 93268
(661) 763-7715

EMPLOYERS'
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